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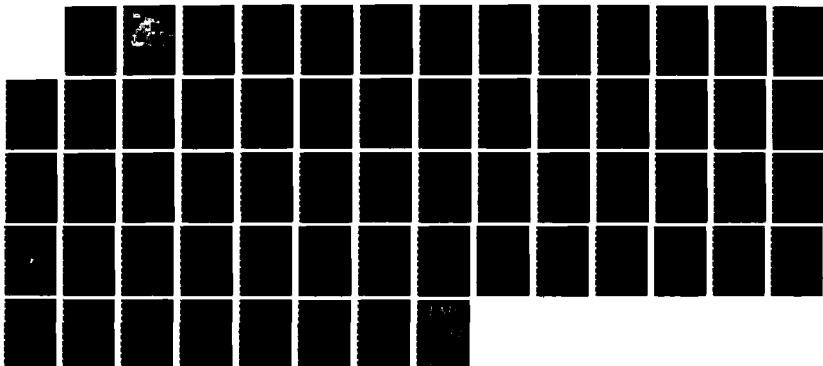
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OCCUPATIONAL MEASUREMENT CENTER RANDOLPH AFB TX  
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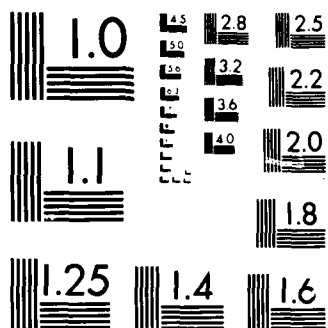
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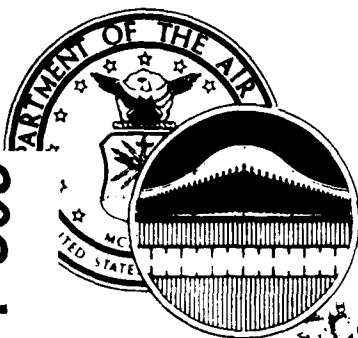
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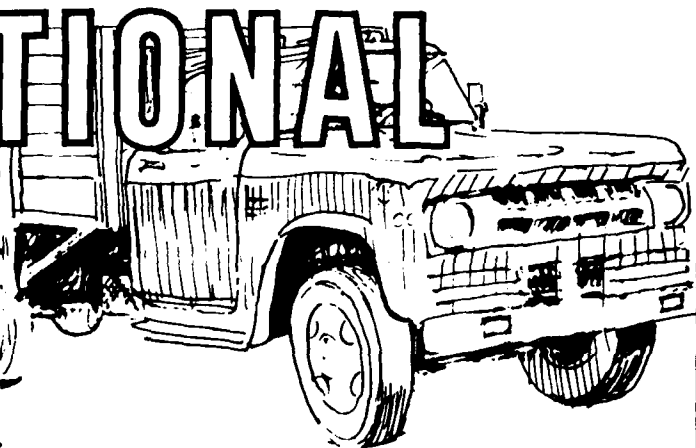
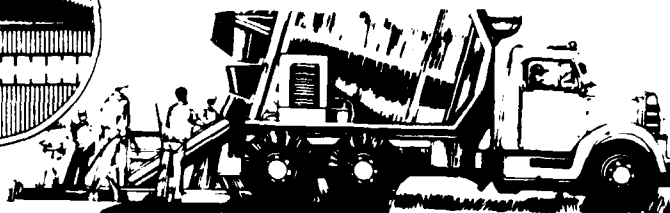
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UNITED STATES AIR FORCE

# OCCUPATIONAL SURVEY REPORT



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SELECTED  
SEP 10 1987

VEHICLE OPERATOR/DISPATCHER

AFSC 603X0

AFPT 90-603-549

AUGUST 1987

OCCUPATIONAL ANALYSIS PROGRAM  
USAF OCCUPATIONAL MEASUREMENT CENTER  
AIR TRAINING COMMAND  
RANDOLPH AFB, TEXAS 78150-5000

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DISTRIBUTION FOR  
AFSC 603X0 OSR AND SUPPORTING DOCUMENTS

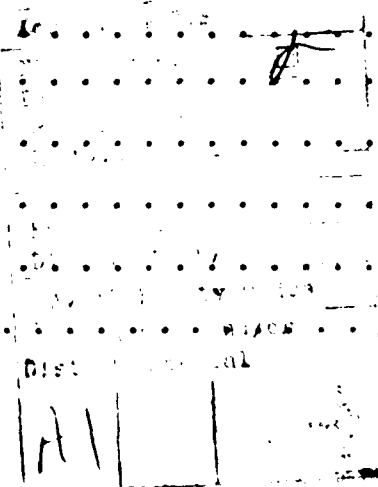
	<u>OSR</u>	<u>ANL EXT</u>	<u>TNG EXT</u>	<u>JOB INV</u>
AFHRL/MODS	2	1m	1m	1
AFHRL/ID	1	1m	1m/1h	1
AFLMC/XR	1		1	
AFMPC/DPMRPQ1	2			
ARMY OCCUPATIONAL SURVEY BRANCH	1			
CCAF/AYX	1			
DEFENSE TECHNICAL INFORMATION CENTER	2			
HQ AAC/DPAT	3		3	
HQ AFISC/DAP	2			
HQ AFSC/MPAT	3		3	
HQ ATC/DPAE	1		1	
HQ ATC/TTOK	2		1	
HQ ESC/TTGT	1		1	
HQ ESC/DPTE	2		2	
HQ MAC/DPAT	3		3	
HQ MAC/TTGT	1		1	
HQ PACAF/TTGT	1		1	
HQ PACAF/DPAT	3		3	
HQ SAC/DPAT	3		3	
HQ SAC/TTGT	1		1	
HQ TAC/DPATJ	3		3	
HQ TAC/TTGT	1		1	
HQ USAF/LET	1		1	
HQ USAF/DPPT	1			
HQ USAFE/DPAT	3		3	
HQ USAFE/TTGT	1		1	
HQ USMC (CODE TPI)	1			
NODAC	1			
3700 TCHTW/TTGX (SHEPPARD AFB)	5	3	9	4
3700 TCHTW/TTS (SHEPPARD AFB)	1		1	
DET 4, USAFOMC (SHEPPARD AFB)	1	1	1	1
USAFOMC/OMYXL	10	2m	5	10
1872 SCHS/TU	2	1m	1m/2h	
3507 ACS/DPKI	1			

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## PREFACE

This report presents the results of an Air Force occupational survey of the Vehicle Operator/Dispatcher career ladder (AFSC 603X0). This survey was requested by the 3700 TCHTW/TTGX, Sheppard AFB, Texas, to secure data to update career ladder documents. Authority for conducting occupational surveys is contained in AFR 35-2. Computer printouts from which this report was produced are available for use by operations and training officials upon request.

The survey instrument was developed by Chief Master Sergeant Thomas E. DeAngelis, Inventory Development Specialist. Dr. David E. Williams, Occupational Analyst, analyzed the data and wrote the final report. Ms Olga Velez provided computer programming support, and Ms Raquel A. Soliz provided administrative support for the project. This report has been reviewed and approved by Lieutenant Colonel Thomas E. Ulrich, Chief, Airman Analysis Branch, Occupational Analysis Division, USAF Occupational Measurement Center.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to the USAF Occupational Measurement Center, Attention: Chief, Occupational Analysis Division (OMY), Randolph AFB, Texas 78150-5000.

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Center

## SUMMARY OF RESULTS

1. Survey Coverage: A total of 2,294 members of the Vehicle Operator/Dispatcher career ladder, representing 44 percent of the assigned strength, were surveyed. AFSC 603X0 personnel are assigned throughout the Air Force.
2. Specialty Jobs: A majority of the Vehicle Operators/Dispatchers (59 percent) perform jobs which involve the day-to-day driving and routine maintenance of motor vehicles and support equipment. The remainder were performing jobs related to three other small clusters and six specialized independent job types involving dispatching, fleet management, driver evaluation, quality assurance evaluation, Transportation Control Center functions, training, supervision, and plans and programs.
3. Career Ladder Progression: The AFSC 603X0 career ladder follows the usual pattern of career progression. At the 3- and 5-skill levels, personnel are performing mostly technical tasks, while at the 7-skill level, personnel perform both technical and supervisory tasks. The 9-skill level and CEM code personnel are performing primarily management and supervisory functions. The AFR 39-1 Specialty Descriptions for the career ladder accurately reflect the jobs and tasks performed by personnel at each skill level.
4. Training Analysis: The STS for AFSC 603X0 generally is supported by OSR data. There are several nonreferenced tasks and subparagraphs which need to be reviewed. At the request of training development personnel at Sheppard AFB, the 7-skill level advanced course for this ladder was reviewed against OSR data for 5- and 7-skill groups. The 7-level course was also generally supported, but had some nonreferenced objectives and tasks.
5. Comparison to Previous Survey: The results of this OSR were compared with those from the 1975 study. Results of both studies were similar. One minor difference noted between the two surveys was that members of the current study perform slightly broader jobs than those of the previous study.
6. Implications: Overall, the current classification structure for the AFSC 603X0 career ladder is well supported. The ladder has remained relatively stable over the past several years. Personnel are relatively satisfied in their jobs, and good career ladder progression is noted. Training for career ladder personnel appears adequate.

OCCUPATIONAL SURVEY REPORT  
VEHICLE OPERATOR/DISPATCHER CAREER LADDER  
(AFSC 603X0)

INTRODUCTION

This is a report of an occupational survey of the Vehicle Operator/Dispatcher career ladder (AFSC 603X0) completed by the Occupational Analysis Division, USAF Occupational Measurement Center, in June 1987. This specialty was last surveyed in 1975. The present survey was requested by the 3700 TCHTW/TTGXT, Sheppard AFB TX, to collect current job and task data for use in updating the AFR 39-1 Specialty Descriptions, STS, and CDCs for the Vehicle Operator/Dispatcher career ladder. In addition, training personnel will use the data to update the POI for the 7-skill level advanced course and in planning OJT.

Background

The primary responsibilities of Vehicle Operator/Dispatcher personnel, as described in AFR 39-1 Specialty Descriptions, are to operate automotive equipment; clean and service automotive equipment; oversee loading and unloading of personnel and cargo; improve and employ field and mechanical expedients; prepare, review, and maintain vehicle operations forms, records, and reports; dispatch vehicles; compile information on road terrain and weather conditions; perform radio taxi dispatching; and supervise Vehicle Operators/Dispatchers.

Personnel entering the Vehicle Operator/Dispatcher career ladder enter directly upon completion of basic training. There is no formal entry-level course designed to train new personnel, with all training being obtained through formal OJT at each person's base of assignment. A 7-skill level advanced course (1.5 weeks) is currently available at Sheppard Technical Training Center.

SURVEY METHODOLOGY

Inventory Development

The data collection for this occupational survey was accomplished by using USAF Job Inventory AFPT 90-603-549, dated July 1986. A tentative task list was prepared after reviewing current career ladder documents, tasks from previous AFSC 603X0 job inventories, and data from the previous occupational survey report (USR). The tentative task list was then validated through personal interviews with 29 subject-matter experts at 5 bases. A background section was constructed containing questions regarding incumbents' grade, duty title, total time in career field, time in present job, total active federal

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military service, job satisfaction data, and other personal and career ladder-related items. Bases visited to validate the task list were determined primarily from recommendations by career ladder functional managers and training personnel. These locations were chosen to ensure that representative missions performed within the AFSC 603X0 career ladder were adequately covered. Bases visited were:

Randolph AFB TX  
Little Rock AFB AR  
F E Warren AFB WY  
Lackland AFB TX  
Kirtland AFB NM

A final inventory consisting of 367 tasks grouped under 13 headings was developed and validated for use in this survey.

#### Survey Administration

Consolidated Base Personnel Offices (CBPO) at operational bases worldwide administered the inventory to DAFSC 603X0 personnel holding 3-, 5-, 7-, and 9-skill levels and CEM Code 60300. Administration occurred from July 1986 to January 1987. Individuals were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Human Resources Laboratory (AFHRL).

#### Survey Sample

Personnel were selected for this survey to ensure an accurate representation across major commands (MAJCOM) and paygrade groups. Of the 5,224 assigned personnel, 2,610 were mailed inventory booklets. Table 1 shows the percentage distribution, by MAJCOM, of the assigned personnel in the career ladder as of December 1986. Also listed by MAJCOM is the percent distribution of respondents in the final sample. The 2,294 respondents in the final sample represent 44 percent of the personnel assigned to the Vehicle Operator/Dispatcher career ladder. Table 2 reflects the sample distribution by paygrade groups. From these tables, it can be seen that the final sample was representative of the career ladder.

#### Data Processing and Analysis

Once job inventories are returned from the field, the responses to both background and task information are checked for completeness and the data are then entered into the computer. Specialized computer analysis programs, called Comprehensive Occupational Data Analysis Programs (CCDAP), are then applied to the data and various computer products are generated to aid in data analysis.

TABLE 1  
COMMAND REPRESENTATION OF SURVEY SAMPLE

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
AAC	2	2
ACD	1	4
AFE	15	8
SYS	4	6
ATC	5	4
MAC	14	17
PAF	7	4
SAC	34	42
TAC	15	11
ELC	1	2
OTHERS	2	-

Total 603X0 Personnel Assigned: 5,224  
 Total 603X0 Personnel Eligible for Survey: 2,610  
 Total in Sample: 2,294  
 Percent Assigned in Sample: 44%  
 Percent of Eligible in Sample: 88%

TABLE 2  
PAYGRADE REPRESENTATION OF SURVEY SAMPLE

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
AIRMAN	42	40
E-4	30	30
E-5	17	18
E-6	6	7
E-7	3	3
E-8	1	1
E-9	1	1

As of 18 Dec 86

Computer-generated job descriptions are produced for DAFSC, time in service (TAFMS), MAJCOM, and CONUS/overseas groups, as well as for job groups. These descriptions include such information as percent members performing each task and the average percent time spent on each task.

### Task Factor Administration

In addition to completing a job inventory, selected senior AFSC 603X0 personnel were asked to complete a second booklet for either training emphasis (TE) or task difficulty (TD). The TE and TD booklets are processed separately from the job inventories. Rating information is discussed in more detail in the training section of this report.

Task Difficulty (TD). Each person completing a TD booklet was asked to rate all inventory tasks on a 9-point scale (from extremely low to extremely high) as to the relative difficulty of those tasks. Difficulty is defined as the length of time required by an average incumbent to learn to do a particular task. TD data were independently collected from 36 senior level AFSC 603X0 personnel stationed worldwide. Interrater reliability (as assessed through components of variance of standard group means) was .95, which indicates very high agreement among the 36 raters as to which tasks are the most difficult to learn to perform. Ratings are adjusted so tasks of average difficulty have ratings of 5.00 and a standard deviation of 1.00. The resulting data is essentially a rank ordering of tasks, indicating the degree of difficulty for each task in the inventory.

Training Emphasis (TE). Another group of 35 senior technicians were selected to complete a TE booklet. This involved rating the inventory tasks on a 10-point scale from 0 (no training required) to 9 (extremely high training emphasis). The interrater reliability (as assessed through components of variance of standard group means) for the 35 raters surveyed was .90, indicating good agreement among raters as to which tasks require some form of structured training and the relative amount of emphasis that should be placed on those tasks. TE is a rating of which tasks, in the opinion of the raters, require structured training for first-term personnel. Structured training is defined as training provided by resident technical schools, field training detachments (FTD), mobile training teams, formal OJT, or any other organized training methods.

When used in conjunction with other factors, such as percent members performing and TD ratings, TE data provide insight into what the training requirements of the career field are. For the AFSC 603X0 career ladder, the average TE rating is 3.92, and the standard deviation is 1.68. Tasks rated 5.60 or higher are considered the primary tasks to be included in formal training programs for the career ladder.

## SPECIALTY JOBS (Career Ladder Structure)

An important part of each occupational survey is to examine the overall job structure that exists within a career ladder on the basis of what job incumbents indicate they are performing. Job groups are formed based on similarity of tasks performed and relative time spent performing those tasks. Using career ladder structure data as a starting point, a thorough examination of the accuracy and completeness of career ladder documents (AFR 39-1 Specialty Descriptions and Specialty Training Standards) is conducted and an understanding of current utilization patterns is formulated.

The occupational analysis process consists of determining the functional job structure of career ladder personnel in terms of job types, clusters, and independent job types. A job type is a group of individuals who perform many of the same tasks and also spend similar amounts of time performing them. When there is a substantial degree of similarity between different job types, they are grouped together and labeled as clusters. Finally, there are often cases of specialized job types that are too dissimilar to be grouped into any cluster. These unique groups are called independent job types.

### Overview of Specialty Jobs

The job structure of the Vehicle Operator/Dispatcher career ladder was determined by a job type analysis of survey data from 2,294 respondents. This analysis identified four clusters and six independent job types. These jobs are illustrated in Figure 1 and listed below. The group (GRP) number shown beside each title is a reference to computer-printed information. The number of personnel in the group (N) is also shown.

- I. GENERAL VEHICLE AND SUPPORT EQUIPMENT OPERATORS/DISPATCHERS CLUSTER (GRP101, N=1,336)
- II. TRAINING PERSONNEL INDEPENDENT JOB TYPE (GRP409, N=12)
- III. GENERAL MOTOR POOL HELPERS INDEPENDENT JOB TYPE (GRP345, N=32)
- IV. SUPERVISORS AND NCOICs CLUSTER (GRP090, N=294)
- V. QUALITY ASSURANCE EVALUATORS INDEPENDENT JOB TYPE (GRP066, N=8)
- VI. DISPATCHERS CLUSTER (GRP095, N=163)
- VII. FLEET MANAGEMENT PERSONNEL CLUSTER (GRP043, N=169)
- VIII. TRANSPORTATION CONTROL CENTER (TCC) PERSONNEL INDEPENDENT JOB TYPE (GRP149, N=36)
- IX. DRIVER EVALUATORS INDEPENDENT JOB TYPE (GRP228, N=72)

CAREER LADDER STRUCTURE FOR THE VEHICLE OPERATORS/DISPATCHERS (AFSC 603X0)

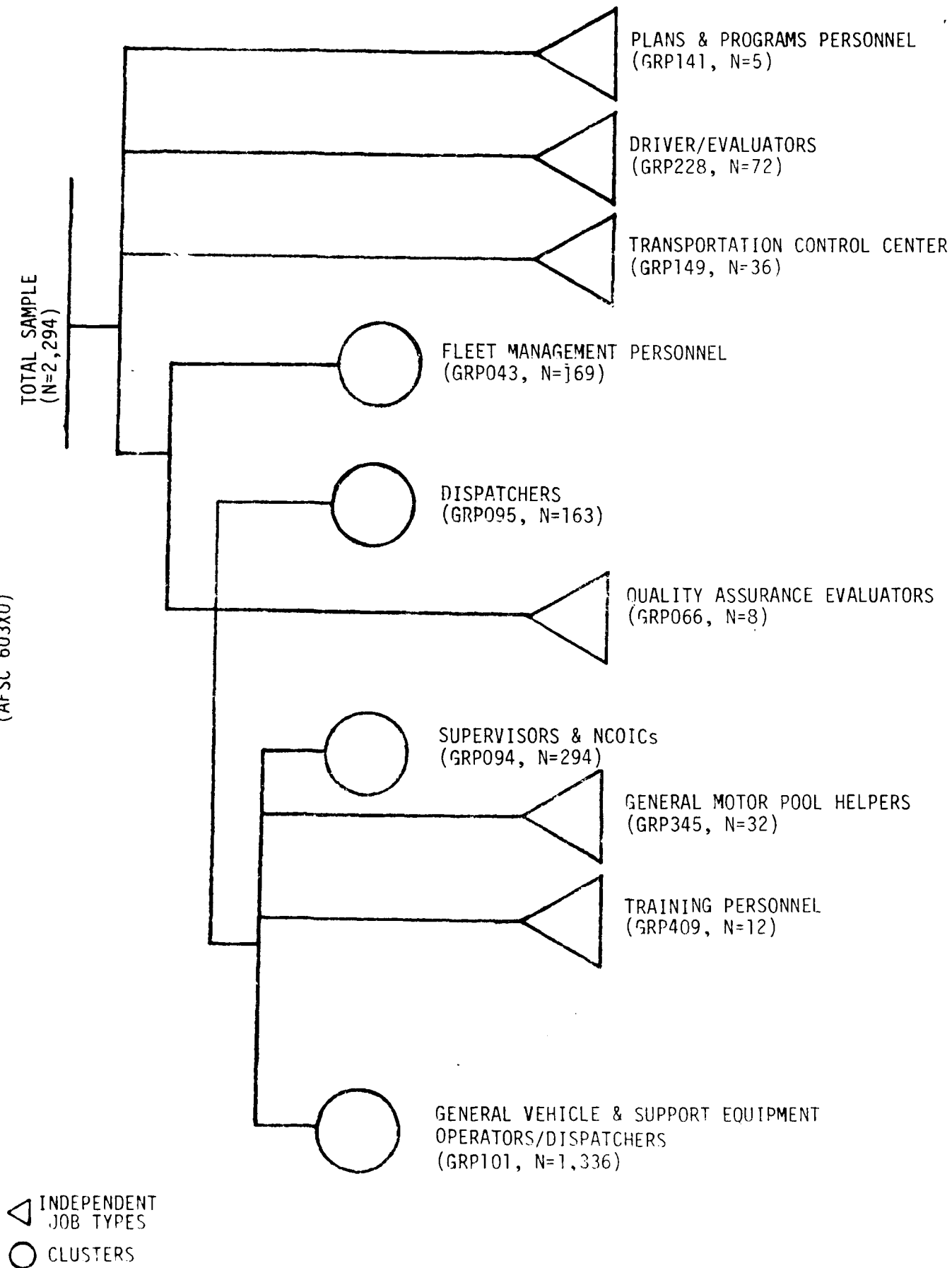


FIGURE 1

X. PLANS AND PROGRAMS PERSONNEL INDEPENDENT JOB TYPE (GRP141, N=5)

The respondents forming these groups account for 93 percent of the survey sample. The remaining 7 percent, though reporting similar job titles, are personnel whose responsibilities differ enough that they do not group with any of the identified specialty jobs.

Group Descriptions

The following paragraphs contain brief descriptions of the clusters and independent job types identified within the AFSC 603X0 career ladder. Relative percent time spent on duties for each group is presented in Table 3, while Table 4 reflects selected background data for each group. The discussion presented is limited to a brief description of the respondents who comprise the job groups and examples of tasks performed. Extensive lists of representative tasks performed by each specialty group discussed below are provided in Appendix A.

I. GENERAL VEHICLE AND SUPPORT EQUIPMENT OPERATORS/DISPATCHERS CLUSTER (GRP101, N=1,336). This large cluster of AFSC 603X0 personnel are primarily responsible for the day-to-day driving and routine maintenance of motor vehicles and support equipment. They represent the "core job" of the AFSC 603X0 career ladder. These 1,336 personnel comprise 59 percent of the survey sample and perform the broadest range of work in the specialty. This cluster is comprised primarily of airmen holding paygrades E-2 through E-6. Their average grade is E-3, they have an average of 41 months TAFMS, and are largely comprised of first-enlistment personnel. Seventy-eight percent of their job time is spent on tasks related to 3 duties--performing vehicle dispatch functions (12 percent), operating dispatch support vehicles (27 percent), and performing equipment support functions (39 percent). They perform an average of 129 tasks. Common tasks include:

- clean vehicle exteriors
- add fuel to vehicles
- add engine oil
- clean vehicle interiors
- add or deflate air pressure
- add windshield washer water or solvents
- add radiator coolants
- wax vehicle exteriors
- check vehicles for accident forms
- drain air tanks
- clean battery terminals or compartments
- add battery water
- transport passengers
- inspect vehicle safety devices
- complete applicable operator's inspection guide and trouble reports

TABLE 3

## RELATIVE PERCENT TIME SPENT ON DUTIES BY JOB GROUPS

DUTIES	GEN VEH & SUP EQUIP OPER/DISP (GRP101)	TRNG PERS (GRP409)	GEN MTR POOL HELPERS (GRP345)	SUPVRS & NCOICS (GRP090)	QLTY ASSUR EVAL (GRP066)
A ORGANIZING AND PLANNING	2	2	1	14	23
B DIRECTING AND IMPLEMENTING	3	2	1	16	20
C INSPECTING AND EVALUATING	3	4	2	15	18
D TRAINING	2	23	--	9	5
E PERFORMING ADMINISTRATIVE FUNCTIONS	5	2	2	6	6
F PERFORMING VEHICLE DISPATCH FUNCTIONS	12	2	4	8	10
G PERFORMING FLEET MANAGEMENT FUNCTIONS	*	--	--	6	4
H OPERATING DISPATCH SUPPORT VEHICLES	27	24	13	7	5
I PERFORMING DRIVER EVALUATION FUNCTIONS	1	14	--	5	2
J PERFORMING EQUIPMENT SUPPORT FUNCTIONS	39	24	75	10	6
K PERFORMING FIELD EXPEDIENT MEASURES	5	3	2	2	*
L PERFORMING TRANSPORTATION CONTROL CENTER (TCC) FUNCTIONS	*	--	--	1	*
M PERFORMING MOBILE AERIAL PORT SQUADRON FUNCTIONS	1	--	--	1	*

\* Equals less than 1 percent  
Columns may not add to 100 percent due to rounding

TABLE 3 (CONTINUED)

## RELATIVE PERCENT TIME SPENT ON DUTIES BY JOB GROUPS

DUTIES	DISP (GRP095)	FLEET MGMT (GRP043)	TCC PERS (GRP149)	DRIVER EVAL (GRP228)	PLANS & PRGMS (GRP141)
A ORGANIZING AND PLANNING	10	7	8	3	31
B DIRECTING AND IMPLEMENTING	13	9	6	5	25
C INSPECTING AND EVALUATING	7	10	4	6	24
D TRAINING	4	4	5	8	9
E PERFORMING ADMINISTRATIVE FUNCTIONS	9	13	2	5	8
F PERFORMING VEHICLE DISPATCH FUNCTIONS	44	6	28	2	5
G PERFORMING FLEET MANAGEMENT FUNCTIONS	1	41	1	2	--
H OPERATING DISPATCH SUPPORT VEHICLES	5	3	2	2	--
I PERFORMING DRIVER EVALUATION FUNCTIONS	1	1	1	65	--
J PERFORMING EQUIPMENT SUPPORT FUNCTIONS	4	4	2	3	--
K PERFORMING FIELD EXPEDIENT MEASURES	*	*	*	*	--
L PERFORMING TRANSPORTATION CONTROL CENTER (TCC) FUNCTIONS	1	*	39	*	--
M PERFORMING MOBILE AERIAL PORT SQUADRON FUNCTIONS	*	--	3	--	--

\* Equals less than 1 percent  
Columns may not add to 100 percent due to rounding



TABLE 4

## SELECTED BACKGROUND DATA FOR CAREER LADDER CLUSTERS AND SUBCLUSTERS

	GEN VEH & SPT EQUIP OPER/ DISP CLUSTER (GRP101, N=1,336)	TNG PERSONNEL IJT (GRP409, N=12)	GEN MOTOR POOL HELPERS (GRP345, N=32)	SUP & NCOICs CLUSTER (GRP090, N=294)	QUALITY ASSUR EVAL IJT (GRP066, N=8)
NUMBER IN GROUP	1,356	12	32	294	8
PERCENT OF TOTAL SAMPLE	59%	*	1%	13%	*
PERCENT IN CONUS	73%	92%	66%	64%	25%
PERCENT OVERSEAS	27%	8%	34%	36%	75%
DAFSC DISTRIBUTION:					
60330	26%	8%	44%	4%	-
60350	66%	83%	47%	37%	88%
60370	5%	9%	-	50%	12%
60390	*	-	-	3%	-
60300		-	-	3%	-
AVERAGE GRADE					
AVERAGE TICF (MONTHS)	E-3	E-4	E-3	E-7	E-4
AVERAGE TAFMS (MONTHS)	37	65	24	127	85
AVERAGE NUMBER SUPERVISED	41	67	29	141	96
	4	1	-	8	-
PERCENT IN FIRST ENLISTMENT					
AVG NUMBER OF TASKS PERFORMED	77%	42%	94%	11%	12%
	59	75	15	143	57

\* Less than 1 percent

- Equals 0

TABLE 4 (CONTINUED)

## SELECTED BACKGROUND DATA FOR CAREER LADDER CLUSTERS AND SUBCLUSTERS

	DISP CLUSTER (GRP095, N=163)	FLT MGT PERS CLUSTER (GRP043, N=169)	TCC PERSONNEL (GRP149, N=36)	DRIVER EVALUATORS IJT (GRP228, N=72)	PLANS & PROG PERS IJT (GRP144, N=5)
NUMBER IN GROUP	163	169	36	72	5
PERCENT OF TOTAL SAMPLE	7%	7%	1%	3%	*
PERCENT CONUS	62%	66%	97%	60%	80%
PERCENT OVERSEAS	38%	34%	3%	40%	20%
DAFSC DISTRIBUTION:					
60330	6%	4%	20%	11%	-
60350	77%	67%	69%	68%	40%
60370	17%	27%	11%	21%	-
60390	-	1%	-	-	-
60300	-	1%	-	-	-
AVERAGE GRADE					
AVERAGE TICF (MONTHS)	E-4	E-5	E-3	E-5	E-6
AVERAGE TAFMS (MONTHS)	72	77	45	61	142
AVERAGE NUMBER SUPERVISED	78	85	49	73	184
	5	3	3	2	1
PERCENT IN FIRST ENLISTMENT	34%	35%	69%	46%	-
A/C NUMBER OF TASKS PERFORMED	67	53	29	57	22

\* Less than 1 percent

- Equals 0

purchase fuel or services using AF Forms 1252 (USAF Vehicle  
Servo-O-Plate) or Forms 149 (US Gvmt Credit Card)  
load or unload baggage into vehicles  
report time of pickups or releases to dispatchers  
report radio malfunctions or failures to dispatcher  
remove or replace tires  
tighten loose nuts, bolts, or other connections

Within this rather large cluster, several job variations were noted. These variations included general purpose drivers, truck-wrecker drivers, bus wrecker-drivers, heavy vehicle and equipment drivers, driver dispatchers, light vehicle drivers, such as taxi drivers or taxi VIP drivers, and drivers working in mobile aerial port squadrons (MAPS). Perhaps the most distinctive job variation noted was that of aerospace ground equipment (AGE) operators/drivers. These personnel work primarily in field maintenance squadrons (FMS) and are primarily involved in driving AGE.

II. TRAINING PERSONNEL IJT (GRP409, N=12). This small group of 12 personnel is primarily responsible for qualification training of AFSC 603X0 personnel on vehicle and support equipment to ensure their ability to properly operate the equipment. Included within this group are "SAC Command Vehicle Operator Training Instructors" and "Training Monitors" at various locations. Eighty-five percent of their job time is spent on four broad categories of tasks--(1) performing equipment support functions, (2) performing driver evaluation functions, (3) training, and (4) operating dispatch support vehicles. Eighty-three percent of these trainers hold DAFSC 60350, with 52 percent in their first enlistment. They have an average grade of E-4, as well as an average TAFMS of 67 months. Performing an average of 75 tasks, common tasks include:

road test personnel  
administer tests  
conduct qualification training  
connect or disconnect brake hoses to trailers  
connect or disconnect electrical leads to trailers  
connect or disconnect fifth wheel assemblies  
direct operations using hand signals  
raise or lower landing gear on semitrailers  
score tests  
complete applicable operator's inspection guide  
and trouble reports  
inspect vehicle safety devices  
check vehicles for accident forms

III. GENERAL MOTOR POOL HELPERS IJT (GRP345, N=32). This small group of low experience airmen are primarily responsible for the performance of general motor pool functions involving cleaning and servicing vehicles and support equipment. Eighty-two percent of their job time is spent on two broad categories of tasks--(1) performing equipment support functions and (2) operating

dispatch support vehicles. These personnel are relatively junior airmen, averaging only 29 months TAFMS. Their average grade is E-3. They perform a very limited job, averaging only 15 tasks. Common tasks include:

- clean vehicle interiors and exteriors
- add fuel to vehicles
- add engine oil
- add radiator coolants
- add or deflate air pressure
- add windshield washer water or solvents
- wax vehicle exteriors
- complete applicable operator's inspection guide and trouble reports
- add battery water
- transport passengers
- clean battery terminals or compartments
- check vehicles for accident forms
- load or unload baggage into vehicles
- inspect vehicle safety devices
- maintain passenger discipline
- remove or replace tires
- inspect equipment for operational readiness
- display or cover staff car plates or flags

IV. SUPERVISORS AND NCOICs CLUSTER (GRP090, N=294). These personnel are primarily responsible for the overall management and supervision of Vehicle Operators/Dispatchers. As would be expected, these are the most experienced of all groups identified, having an average grade of E-7 and an average TAFMS of 141 months. Although they perform some routine tasks, a majority of their job time is spent on management and supervisory-related tasks. Approximately 70 percent of their job time is devoted to five broad categories of tasks--(1) organizing and planning, (2) directing and implementing, (3) inspecting and evaluating, (4) training, and (5) performing administrative functions. They perform the highest average number of tasks (143) of any group. Common tasks performed include:

- counsel personnel
- prepare APR
- conduct self-inspections
- prepare letters of counseling
- develop or improve work methods or procedures
- participate in staff meetings
- conduct supervisory orientation of newly assigned personnel
- establish work priorities
- implement policies, directives, or procedures for subordinates
- develop work methods or procedures
- schedule leaves or passes

- perform spot-check evaluations of equipment operators
- conduct safety briefings
- assign personnel to duty positions
- inspect equipment for operational readiness
- coordinate transportation activities with on-base sections
- analyze workload requirements
- establish performance standards
- review transportation requests
- supervise vehicle operator/dispatchers (AFSC 60350)
- indorse airman performance reports (APR)

Common job titles given by cluster personnel, however, include NCOIC, Equipment Support; NCOIC, Vehicle Ops or Vehicle Ops Support; NCOIC, Vehicle Control Branch; and NCOIC, Transportation Division.

V. QUALITY ASSURANCE EVALUATORS IJT (GRP066, N=8). Personnel in this independent job type are responsible for ensuring the quality of goods and services within the 603X0 AFSC. Seventy-five percent of these personnel are assigned to overseas locations. They spend 75 percent of their duty time on 4 broad categories of tasks--(1) organizing and planning, (2) directing and implementing, (3) inspecting and evaluating, and (4) performing vehicle dispatch functions. They perform an average of 57 tasks. Common tasks include:

- establish or revise school bus routes
- develop or improve work methods or procedures
- coordinate transportation activities with off-base sections
- coordinate transportation activities with on-base sections
- review contracts for civilian school bus systems
- evaluate compliance with work standards
- investigate feasibility of using civilian contracts for meeting transportation requirements
- draft budget or financial requirements
- develop work methods or procedures
- evaluate budget or financial requirements
- establish work priorities
- implement policies, directives, or procedures for subordinates
- conduct self-inspections
- analyze workload requirements
- counsel personnel
- participate in staff meetings
- evaluate administrative forms, files, or procedures

coordinate with agencies or official sources to  
obtain information on roads, terrain, or weather  
conditions  
establish or revising shuttle bus routes

Eighty-eight percent of these personnel hold DAFSC 60350, while the remaining 12 percent hold DAFSC 60370. They have an average of 96 months TAFMS, with only 12 percent in their first enlistment and represent 1 percent of the survey sample.

VI. DISPATCHERS CLUSTER (GRP095, N=163). This rather large group of personnel are primarily responsible for dispatching functions. Both "Chief Dispatchers" and "Vehicle Dispatchers" were identified within the cluster. Sixty-eight percent of their work time is spent on three duties--(1) performing dispatch functions, (2) directing and implementing, and (3) organizing and planning. Thirty-eight percent of these personnel are assigned overseas. They perform an average of 53 tasks. Common tasks include:

- annotate AF Forms 868 (Request for Motor Vehicle Services)
- brief dispatchers on problems before shifts
- advise drivers on routes, addresses, weather, or safety precautions
- transmit or receive instructions using 10 series code on two-way radios
- verify vehicle requests are for official use
- assign operators to vehicles
- issue dispatch instructions
- schedule driver breaks, lunch periods, and vehicle servicing or maintenance
- issue off-base trip package
- maintain logs
- review transportation requests
- issue road maps
- maintain vehicle status boards
- coordinate transportation activities with on-base sections
- maintain transportation request files
- verify extended UDI use
- issue or collect U Drive It (UDI) pamphlets
- make identification broadcasts using two-way radios
- maintain vehicle assignment boards
- maintain recurring dispatch boards

Seventy-seven percent of these airmen hold DAFSC 60350, while 17 percent hold DAFSC 60370. They have an average grade of E-4 and average 78 months TAFMS. Thirty-four percent are in their first enlistment.

VII. FLEET MANAGEMENT PERSONNEL CLUSTER (GRP043, N=169). Members of this cluster are primarily responsible for vehicle rotation, securing new vehicles, analyzing operator and maintenance costs, and servicing outdated vehicles. Sixty-three percent of their time is spent on four duties--(1) performing general fleet management functions, (2) performing administrative functions, (3) training, and (4) inspecting and evaluating. Thirty-four percent of these airmen are assigned to overseas locations. They have an average grade of E-5, average 85 months TAFMS, and perform an average of 53 tasks. Common tasks include:

- rotate vehicles based on evaluation of mileage and usage
- review AF Forms 1374 (Justification for Vehicle Dispatch)
- prepare VCO and vehicle authorization utilization board (VAUB) meeting minutes
- schedule VAUB and VCO meetings
- verify inventory of base fleet
- verify vehicle inventories
- prepare or update vehicle rotation plans
- inspect base vehicle fleet
- brief vehicle control officers on vehicle inspection
- review authorized auxiliary parking area requests
- conduct vehicle control function staff assistance visits
- maintain vehicle assignment files
- review vehicle operating cost reports
- prepare or update vehicle replacement priority listings
- compute unit inspection ratings
- implement vehicle control officer (VCO) programs

Within this cluster, there were several job variations being performed. These included vehicle salvage, vehicle rotation, and vehicle purchase. Perhaps the most significant variation was that of "Fleet Analyst". These personnel are primarily responsible for conducting various cost and utilization surveys, analyzing the results, and presenting the results such that they can be used to effectively manage vehicles and operations. Differentiating tasks for these personnel include:

- compute vehicle cost-per-mile figures
- calculate fuel consumption or mileage accumulation
- prepare utilization analysis surveys
- review vehicle operating cost reports
- review vehicle out of commission (VOC) reports
- report excessive vehicle cost variances
- prepare or update vehicle rotation plans
- rotate vehicles based on evaluation of mileage and usage

verify accumulated mileage  
collect data for vehicle management analysis report  
prepare vehicle mileage reports

VIII. TRANSPORTATION CONTROL CENTER (TCC) PERSONNEL IJT (GRP149, N=36). TCC personnel basically are responsible for monitoring vehicle movement in and around missile centers. All are assigned to SAC. More specifically, their duties involve monitoring vehicles leaving the main support bases and traveling through the missile complexes, gathering weather information and passing the report to other user organizations, coordinating with resource managers as to what weather condition is appropriate, and serving as the main source of contact during exercises. These TCC personnel spend 67 percent of their work time on tasks related to two broad duties--(1) performing TCC functions and (2) performing vehicle dispatch functions. They perform an average of 35 tasks. Common tasks include:

- track vehicles
- maintain status of vehicle movement within the missile complex area
- manifest helicopter travel
- assign trip numbers
- determine transportation priorities
- schedule helicopter support
- track helicopter travel
- maintain logs
- advise drivers on routes, addresses, weather, or safety precautions
- conduct predeparture briefings
- transmit or receive instructions using 10 series code on two-way radios
- make identification broadcasts using two-way radios
- maintain listings of roadside facilities
- coordinate local agencies on convoys, special equipment movements, or escorts
- maintain listings of volunteer civilian spotters
- coordinate with agencies or official sources to obtain information on roads, terrain, or weather conditions
- maintain list of preferred routes and timetables
- issue route folders
- plot grid coordinates
- brief dispatchers on problems before shifts

IX. DRIVER EVALUATORS IJT (GRP226, N=72). These personnel are primarily responsible for administering driver tests, issuing or revoking driver licenses or identification cards, and maintaining related records. Approximately 65 percent of their job time is spent on a broad range of tasks related to driver evaluation functions. Performing an average of 57 tasks, common tasks include:



- update SF Forms 46
- initiate or update DD Forms 1360 (Motor Vehicle Operator Qualifications & Record of Licensing, Exam & Performance)
- review AF Forms 171
- issue or revoke SF Forms 46 (U.S. Government Motor Vehicle Operator's Identification Card)
- review or annotate DD Forms 1360 based on traffic tickets or letters of suspension received from security police
- review letters of suspension
- compile vehicle accident, abuse, and misuse files
- coordinate with other agencies on license suspensions or revokings
- initiate letters of vehicle misuse or abuse
- initiate or build up driver evaluation files
- review SF Forms 91 (Operator's Report of Motor Vehicle Accident)
- initiate letters of request for accident investigation
- test individuals on vehicle flightline operations
- refer personnel to dispensaries or clinics for additional vision testing
- notify individuals of drivers license expiration dates
- review traffic tickets
- initiate HS Forms 1047 (Request for National Driver Registration File Check)
- brief personnel scheduled for driver evaluations
- review vehicle operators training plans
- schedule personnel for Government Motor Vehicle Operations training courses
- evaluate vehicle operators training plans
- issue AF Forms 171 (Request for Driver's Training and Addition to Standard Form 46)
- review statement of charges for government property lost, damaged, or destroyed

Seventy-eight percent of these airmen hold DAFSC 60370, 57 percent are in their first enlistment, and they average 73 months in the military.

X. PLANS AND PROGRAMS PERSONNEL IJT (GRP141, N=5). This small group of five personnel are primarily responsible for resources and requirements. These experienced managers are involved in plans and programs relative to the effective operation of vehicle operator/dispatcher functions. These members are all 5- and 7-skill levels, have an average of 184 months TAFMS, and perform an average of 22 tasks. Common tasks include:

- evaluate security programs
- plan security programs
- conduct security briefings

- implement security programs
- maintain contingency plans
- review unit emergency or disaster plans
- establish organizational policies, office instructions (OI), or standing operating procedures (SOP)
- develop or improve work methods or procedures
- direct maintenance of administrative files
- evaluate budget or financial requirements
- maintain publications libraries
- draft budget or financial requirements
- evaluate alert or emergency procedures
- maintain base operation plans (OP)
- write staff studies, surveys, or special reports
- develop work methods or procedures
- evaluate procedures for storage, inventory, or inspection of property items
- develop organizational charts
- coordinate transportation activities with on-base sections or agencies

#### Summary

Analysis of the AFSC 603X0 career ladder structure indicates the Vehicle Operator/Dispatcher career ladder is a homogeneous ladder. Although 10 job groups were identified, the majority of AFSC 603X0 personnel (59 percent) were found in one group--General Vehicle and Support Equipment Operators/Dispatchers. Several smaller, more specialized jobs were also identified, such as dispatchers, fleet management personnel, quality assurance evaluators, driver evaluators, trainers, and Transportation Control Center personnel. In addition, two other jobs were identified dealing with supervision and plans and programs.

This homogeneity is further seen in the tasks performed by personnel across all specialty jobs. Approximately 40 common driver/dispatcher and motor pool-related tasks were performed by 40 percent or more of all AFSC 603X0 personnel (see Table 5). Most of these tasks are general in nature and basically are performed by both junior and experienced personnel.

In summary, the career ladder structure indicates that members of the Vehicle Operator/Dispatcher career ladder, as a whole, perform jobs which cover the total spectrum of Vehicle Operator/Dispatcher functions. The interrelation of the current jobs performed supports the present classification structure.

#### ANALYSIS OF DAFSC GROUPS

In addition to examining the job structure of the Vehicle Operator/Dispatcher specialty (as discussed in the SPECIALTY JOBS section), this report also includes an analysis of tasks performed at each skill level. The DAFSC

TABLE 5

## EXAMPLES OF COMMON VEHICLE OPERATOR/DISPATCHER TASKS

TASKS	PERCENT MEMBERS PERFORMING
J294 ADD FUEL TO VEHICLES	76
J293 ADD ENGINE OIL	75
J306 CLEAN VEHICLE EXTERIORS	74
J307 CLEAN VEHICLE INTERIORS	73
J296 ADD OR DEFLATE AIR PRESSURE	72
J298 ADD WINDSHIELD WASHER WATER OR SOLVENTS	71
J303 CHECK VEHICLES FOR ACCIDENT FORMS	68
J297 ADD RADIATOR COOLANTS	68
J321 WAX VEHICLE EXTERIORS	62
E130 PURCHASE FUEL OR SERVICES USING AF FORMS 1252 (USAF VEHICLE SERV-O-PLATE) OR SF FORMS 149 (US GVMT CREDIT CARD)	62
J292 ADD BATTERY WATER	62
J310 DRAIN AIR TANKS	60
J305 CLEAN BATTERY TERMINALS OR COMPARTMENTS	60
J308 COMPLETE APPLICABLE OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT FORMS	59
J312 INSPECT VEHICLE SAFETY DEVICES	59
H251 TRANSPORT PASSENGERS	57
J304 CHECK VEHICLES FOR APPROPRIATE DECALS	52
F165 TRANSMIT OR RECEIVE INSTRUCTIONS USING 10 SERIES CODE ON TWO-WAY RADIOS	50
H234 LOAD OR UNLOAD BAGGAGE INTO VEHICLES	50
K341 SECURE WHEEL CHOCKS	49
J317 REMOVE OR REPLACE TIRES	48
C76 INSPECT EQUIPMENT FOR OPERATIONAL READINESS	47
H244 REPORT RADIO MALFUNCTIONS OR FAILURES TO DISPATCHER	47
J319 TIGHTEN LOOSE NUTS, BOLTS, OR OTHER CONNECTIONS	47
F137 ANNOTATE AF FORMS 868 (REQUEST FOR MOTOR VEHICLE SERVICES)	46
H245 REPORT TIME OF PICKUPS OR RELEASES TO DISPATCHERS	46

analysis compares the skill levels to identify any differences in jobs performed at various skill levels. This information can be used to evaluate whether personnel are utilized in the manner specified by the specialty descriptions (AFR 39-1) and can serve as one basis for considering changes to current utilization policies and training programs.

A comparison of duties and tasks performed by 3- and 5-skill level personnel indicates the jobs they perform are essentially the same; therefore, they are discussed as one group (60330/60350). The distribution of skill level members across the career ladder specialty jobs is shown in Table 6. To give some indication of how skill level groups are working within this ladder, the relative time spent on each duty by skill level groups is presented in Table 7.

As can be seen from the tables, as an individual progresses through the skill levels, slightly more supervisory and administrative responsibilities are assumed. Also, in this progression, there is a slight decline in the amount of time spent performing technical duties as skill levels increase. More detailed descriptions relative to how skill level groups are working and the differences, if any, between jobs they perform are presented below.

#### Skill Level Descriptions

DAFSC 60330/60350. The 3- and 5-skill level personnel (81 percent of the total sample) perform an average of 62 tasks. Sixty-six percent (1,229 members) of the 3- and 5-skill level group are working in the General Vehicle Operators/Dispatchers cluster (see Table 6). These members perform primarily a technical job, spending most of their work time (75 percent) on tasks related to performing equipment support functions, operating dispatch support vehicles, and performing vehicle dispatch functions (see Table 7). The average time in career field for these members is 41 months, with their average TAFMS being 47 months. Table 8 lists representative tasks performed by these personnel.

DAFSC 60370. Approximately 16 percent (360 members) of the total sample hold a 7-skill level. They are primarily supervisory personnel. Although they perform some of the technical aspects of the job, there is a great increase in supervisory responsibilities from the 3-/5-skill level to the 7-skill level (see Table 7). These personnel have an average of 154 months in the military, with an average of 125 months in the career field. They perform an average of 94 tasks. Examples of tasks commonly performed by 7-skill level members are presented in Table 9. Tasks which best distinguish the 7-skill level group from the previously described 3-/5-skill level group are presented in Table 10. Those tasks are primarily related to supervision. Forty-one percent of these members are working in the Supervisors and NCOICs cluster, another 19 percent are working in the General Vehicle Operators/Dispatchers cluster, and 13 percent did not group (see Table 6).

DAFSC 60390/CEM 60300. Due to the similarity of tasks performed, percent time spent on duties, and level of tasks performed, these two skill levels are difficult to distinguish and are, therefore, described together. These highly

TABLE 6  
DAFSC DISTRIBUTION OF ACROSS SPECIALTY JOBS  
(PERCENT MEMBERS)

JOBS	DAFSC 60330/50 (N=1,852)	DAFSC 60370 (N=360)	DAFSC 60390/00 (N=36)
I. GENERAL VEHICLE AND SUPPORT EQUIPMENT OPERATORS/DISPATCHERS CLUSTER (GRP101, N=1,336)	66	19	*
II. TRAINING INSTRUCTORS/EVALUATORS INDEPENDENT JOB TYPE (IJT) (GRP409, N=12)	1	*	--
III. GENERAL MOTOR POOL HELPERS INDEPENDENT JOB TYPE (GRP345, N=32)	2	--	--
IV. SUPERVISORS AND NCOICs CLUSTER (GRP090, N=294)	7	41	65
V. QUALITY ASSURANCE EVALUATORS IJT (GRP066, N=8)	--	*	--
VI. DISPATCHERS CLUSTER (GRP095, N=163)	7	8	--
VII. FLEET MANAGEMENT PERSONNEL CLUSTER (GRP043, N=169)	6	13	9
VIII. TRANSPORTATION CONTROL CENTER (TCC) PERSONNEL INDEPENDENT JOB TYPE (GRP149, N=36)	2	1	--
IX. DRIVER EVALUATORS IJT (GRP228, N=72)	3	4	--
X. PLANS AND PROGRAM PERSONNEL IJT (GRP141, N=5)	*	1	--
XI. OTHERS	6	13	26

NOTE: \* Equals less than 1 percent

TABLE 7  
RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

<u>DUTIES</u>	<u>DAFSC 60330/50</u>	<u>DAFSC 60370</u>	<u>DAFSC 60390/CEM</u>
A ORGANIZING AND PLANNING	4	13	21
B DIRECTING AND IMPLEMENTING	5	15	18
C INSPECTING AND EVALUATING	4	14	20
D TRAINING	3	9	5
E PERFORMING ADMINISTRATIVE FUNCTIONS	6	7	6
F PERFORMING VEHICLE DISPATCH FUNCTIONS	14	9	6
G PERFORMING FLEET MANAGEMENT FUNCTIONS	4	7	8
H OPERATING DISPATCH SUPPORT VEHICLES	21	7	3
I PERFORMING DRIVER EVALUATION FUNCTIONS	3	6	4
J PERFORMING EQUIPMENT SUPPORT FUNCTIONS	30	10	7
K PERFORMING FIELD EXPEDIENT MEASURES	4	2	1
L PERFORMING TRANSPORTATION CONTROL CENTER (TCC) FUNCTIONS	1	1	1
M PERFORMING MOBILE AERIAL PORT SQUADRON FUNCTIONS	1	*	--

\* Less than 1 percent

TABLE 8

## EXAMPLES OF TASKS PERFORMED BY DAFSC 60330 AND 60350 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING
J294 ADD FUEL TO VEHICLES	81
J306 CLEAN VEHICLE EXTERIORS	80
J293 ADD ENGINE OIL	80
J307 CLEAN VEHICLE INTERIORS	79
J296 ADD OR DEFLATE AIR PRESSURE	78
J298 ADD WINDSHIELD WASHER WATER OR SOLVENTS	77
J297 ADD RADIATOR COOLANTS	73
J303 CHECK VEHICLES FOR ACCIDENT FORMS	72
J321 WAX VEHICLE EXTERIORS	69
J292 ADD BATTERY WATER	66
J310 DRAIN AIR TANKS	65
J305 CLEAN BATTERY TERMINALS OR COMPARTMENTS	65
E130 PURCHASE FUEL OR SERVICES USING AF FORMS 1252 (USAF VEHICLE SERV-O-PLATE) OR SF FORMS 149 (US GVMC CREDIT CARD)	64
H251 TRANSPORT PASSENGERS	63
J308 COMPLETE APPLICABLE OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT FORMS	62
J312 INSPECT VEHICLE SAFETY DEVICES	62
F165 TRANSMIT OR RECEIVE INSTRUCTIONS USING 10 SERIES CODE ON TWO-WAY RADIOS	55
H234 LOAD OR UNLOAD BAGGAGE INTO VEHICLES	55
J304 CHECK VEHICLES FOR APPROPRIATE DECALS	54
J317 REMOVE OR REPLACE TIRES	53
H245 REPORT TIME OF PICKUPS OR FAILURES TO DISPATCHERS	52
H244 REPORT RADIO MALFUNCTIONS OR FAILURES TO DISPATCHER	52
J319 TIGHTEN LOOSE NUTS, BOLTS, OR OTHER CONNECTIONS	50
K341 SECURE WHEEL CHOCKS	50
F137 ANNOTATE AF FORMS 868 (REQUEST FOR MOTOR VEHICLE SERVICES)	49
H209 BLOCK OR SECURE EQUIPMENT	47

TABLE 9  
EXAMPLES OF TASKS PERFORMED BY DAFSC 60370 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING
C80 PREPARE APR	80
B51 PARTICIPATE IN STAFF MEETINGS	79
B37 COUNSEL PERSONNEL	77
C61 CONDUCT SELF-INSPECTIONS	76
C81 PREPARE LETTERS OF COUNSELING	73
B38 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	70
B47 IMPLEMENT POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	66
A18 ESTABLISH WORK PRIORITIES	66
A25 SCHEDULE LEAVES OR PASSES	66
D94 COUNSEL TRAINEES ON TRAINING PROGRESS	63
B58 SUPERVISE VEHICLE OPERATOR/DISPATCHER (AFSC 60350) PERSONNEL	61
B33 CONDUCT SAFETY BRIEFINGS	61
C60 ANALYZE WORKLOAD REQUIREMENTS	60
A9 DEVELOP WORK METHODS OR PROCEDURES	60
B36 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL	60
A5 COORDINATE TRANSPORTATION ACTIVITIES WITH ON-BASE SECTIONS OR AGENCIES	59
C65 EVALUATE COMPLIANCE WITH WORK STANDARDS	58
D95 DETERMINE TRAINING REQUIREMENTS	58
D90 CONDUCT OJT	57
C76 INSPECT EQUIPMENT FOR OPERATIONAL READINESS	56
B52 PERFORM SPOT-CHECK EVALUATIONS OF EQUIPMENT OPERATORS	55
B53 REVIEW TRANSPORTATION REQUESTS	54
E113 DRAFT OR PREPARE CORRESPONDENCE	53
A16 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	53
D104 MAINTAIN TRAINING RECORDS, CHARTS, OR GRAPHS	52
A17 ESTABLISH PERFORMANCE STANDARDS	52
B48 INVENTORY EQUIPMENT, TOOLS, OR SUPPLIES	51
C75 INDORSE AIRMAN PERFORMANCE REPORTS (APR)	50
A2 ASSIGN PERSONNEL TO DUTY POSITIONS	50
E112 DELIVER COMPLETED FORMS, RECORDS, OR REPORTS TO APPROPRIATE ACTIVITIES OR PERSONNEL	47
C67 EVALUATE INSPECTION REPORTS OR PROCEDURES	46



TABLE 10

EXAMPLES OF TASKS WHICH BEST DIFFERENTIATE BETWEEN  
DAFSC 60330/60350 AND 60370 PERSONNEL

TASKS	DAFSC 60330/50	DAFSC 60370	DIFF
C80 PREPARE APR	19	80	-60
B51 PARTICIPATE IN STAFF MEETINGS	23	79	-55
B37 COUNSEL PERSONNEL	23	77	-54
A25 SCHEDULE LEAVES OR PASSES	13	66	-53
C81 PREPARE LETTERS OF COUNSELING	20	73	-52
B47 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	17	66	-48
B36 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL	12	60	-48
C65 EVALUATE COMPLIANCE WITH WORK STANDARDS	12	58	-46
B38 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	26	70	-43
B58 SUPERVISE VEHICLE OPERATOR/DISPATCHER (AFSC 60350) PERSONNEL	18	61	-43
A16 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	10	53	-43
A18 ESTABLISH WORK PRIORITIES	23	66	-43
D94 COUNSEL TRAINEES ON TRAINING PROGRESS	20	63	-42
D95 DETERMINE TRAINING REQUIREMENTS	15	58	-42
C61 CONDUCT SELF-INSPECTIONS	34	76	-41
B33 CONDUCT SAFETY BRIEFINGS	20	61	-41
E113 DRAFT OR PREPARE CORRESPONDENCE	13	53	-40
C75 INDORSE AIRMAN PERFORMANCE REPORTS (APR)	9	50	-40
A17 ESTABLISH PERFORMANCE STANDARDS	12	52	-39
A9 DEVELOP WORK METHODS OR PROCEDURES	21	60	-39
J306 CLEAN VEHICLE EXTERIORS	80	47	33
H251 TRANSPORT PASSENGERS	63	30	32
H245 REPORT TIME OF PICKUPS OR RELEASES TO DISPATCHERS	52	19	32
J307 CLEAN VEHICLE INTERIORS	79	48	31
J296 ADD OR DEFLATE AIR PRESSURE	78	48	29
J298 ADD WINDSHIELD WASHER WATER OR SOLVENTS	77	48	28
J294 ADD FUEL TO VEHICLES	81	53	28
J293 ADD ENGINE OIL	80	52	28

skilled personnel comprise approximately 2 percent of the survey sample. Respondents at these two skill levels spend more of their time performing management, supervisory, and staff level functions than other skill level groups previously discussed. They work primarily within jobs identified as management, supervision, and administrative. Sixty percent of these members' job time was devoted to three supervisory-related duties--organizing and planning, directing and implementing, and inspecting and evaluating. The main differences between these highly experienced personnel and those previously discussed are in the level of performance, as these members are high-level managers and supervisors and are often supervisors of 7-skill level personnel. Table 11 provides those tasks commonly performed by these AFSC 60390 and CEM 60300 personnel. As previously mentioned, they are more involved with management functions. Table 12 provides those tasks which distinguish between these personnel and 7-skill level personnel. The main difference is the increased management responsibilities common at the 9-skill and CEM Code levels.

### Summary

Career ladder progression through the AFSC 603X0 skill levels is well defined, with 3- and 5-skill level personnel spending the majority of their job time performing general Vehicle Operator/Dispatcher duties. The 7-skill level personnel spend more time doing supervisory functions than the 3- and 5-skill group; however, even at the 7-skill level, technical tasks are performed. DAFSC 60390 and CEM 60300 personnel spend 60 percent of their job time on supervisory, management, and administrative tasks, with the remainder being spent on various other functions.

### ANALYSIS OF AFR 39-1 SPECIALTY DESCRIPTIONS

Occupational survey data for each of the AFSC 603X0 skill levels were compared to the AFR 39-1 Specialty Descriptions for the Vehicle Operator/Dispatcher career ladder (DAFSCs 60330/60350/60370/60390 and CEM Code 60300), dated 30 January 1982. These descriptions are intended to give a broad overview of the duties and tasks performed by each skill level of the career ladder.

Based on the preceding DAFSC analysis, the 3-/5-skill level description appears complete and accurately reflects the broad range of duties and responsibilities of Vehicle Operators/Dispatchers. The 7-skill level, 9-skill level, and CEM Code descriptions also appear complete and accurate. The 7-skill level description clearly indicates involvement with not only the supervisory responsibilities, but some regular Vehicle Operator/Dispatcher duties as well, while the 9-skill level and CEM code description accurately covers the management and supervisory functions performed by these personnel.

TABLE 11

## EXAMPLES OF TASKS PERFORMED BY DAFSC 60390 AND 60300 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING
C61 CONDUCT SELF-INSPECTIONS	75
B47 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	75
A5 COORDINATE TRANSPORTATION ACTIVITIES WITH ON-BASE SECTIONS OR AGENCIES	75
B37 COUNSEL PERSONNEL	75
B36 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL	75
A19 PLAN BRIEFINGS	72
B35 CONDUCT STAFF MEETINGS	72
A18 ESTABLISH WORK PRIORITIES	72
A17 ESTABLISH PERFORMANCE STANDARDS	72
A9 DEVELOP WORK METHODS OR PROCEDURES	72
B51 PARTICIPATE IN STAFF MEETINGS	69
E113 DRAFT OR PREPARE CORRESPONDENCE	69
C80 PREPARE APR	69
C75 INDORSE AIRMAN PERFORMANCE REPORTS (APR)	69
A16 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	69
A2 ASSIGN PERSONNEL TO DUTY POSITIONS	69
C63 EVALUATE ALERT OR EMERGENCY PROCEDURES	66
A4 COORDINATE TRANSPORTATION ACTIVITIES WITH OFF-BASE SECTIONS OR AGENCIES	66
C73 EVALUATE SUGGESTIONS	66
B53 REVIEW TRANSPORTATION REQUESTS	66
B42 DRAFT OR REVISE JOB DESCRIPTIONS	66
B57 SUPERVISE VEHICLE OPERATIONS SUPERVISOR (AFSC 60370) PERSONNEL	63
C67 EVALUATE INSPECTION REPORTS OR PROCEDURES	63
B38 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	63
C81 PREPARE LETTERS OF COUNSELING	63
A15 ESTABLISH OR UPDATE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	63
C65 EVALUATE COMPLIANCE WITH WORK STANDARDS	61
C71 EVALUATE SAFETY PROGRAMS	61
C66 EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, OR RECLASSIFICATION	61
C60 ANALYZE WORKLOAD REQUIREMENTS	61
C86 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	58
G190 REVIEW AF FORMS 1374 (JUSTIFICATION FOR VEHICLE DISPATCH)	58
F168 VERIFY VEHICLE REQUESTS ARE FOR OFFICIAL USE	52
A7 COORDINATE WITH LOCAL AGENCIES ON CONVOYS, SPECIAL EQUIPMENT MOVEMENTS, OR ESCORTS	52
A21 PLAN SAFETY PROGRAMS	50
A1 ACT AS TRAINING ADVISOR AT STAFF LEVEL	38

TABLE 12

EXAMPLES OF TASKS WHICH BEST DIFFERENTIATE BETWEEN  
DAFSC 60370 AND 60390/60300 PERSONNEL

TASKS	DAFSC 60370	60390/ 60300	DIFF
B54 SUPERVISE ADMINISTRATION SPECIALIST (AFSC 702X0) PERSONNEL	11	52	-40
B57 SUPERVISE VEHICLE OPERATIONS SUPERVISOR (AFSC 60370) PERSONNEL	23	63	-40
B42 DRAFT OR REVISE JOB DESCRIPTIONS	28	66	-38
C86 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	21	58	-36
A8 DEVELOP ORGANIZATIONAL CHARTS	31	66	-35
B35 CONDUCT STAFF MEETINGS	38	72	-34
C71 EVALUATE SAFETY PROGRAMS	27	61	-33
C64 EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	21	52	-30
C73 EVALUATE SUGGESTIONS	35	66	-30
C63 EVALUATE ALERT OR EMERGENCY PROCEDURES	36	66	-29
C85 WRITE CIVILIAN PERFORMANCE RATINGS OR SUPERVISORY APPRAISALS	22	50	-27
C68 EVALUATE JOB DESCRIPTIONS	31	58	-27
G190 REVIEW AF FORMS 1374 (JUSTIFICATION FOR VEHICLE DISPATCH)	31	58	-26
G195 REVIEW VEHICLE OPERATING COST REPORTS	20	47	-26
B32 COMPLETE PERSONNEL ACTION REQUESTS	20	52	-26
G191 REVIEW AUTHORIZED AUXILIARY PARKING AREA REQUESTS	26	52	-26
B44 IMPLEMENT COST-REDUCTION PROGRAMS	18	44	-25
A23 REVIEW UNIT EMERGENCY OR DISASTER PLANS	41	66	-25
F164 SCHEDULE DRIVER BREAKS, LUNCH PERIODS, AND VEHICLE SERVICING OR MAINTENANCE	43	8	35
J298 ADD WINDSHIELD WASHER WATER OR SOLVENTS	48	16	32
J292 ADD BATTERY WATER	45	13	31
D104 MAINTAIN TRAINING RECORDS, CHARTS, OR GRAPHS	52	22	30
J293 ADD ENGINE OIL	52	22	30
F145 ISSUE OFF-BASE TRIP PACKAGE	29	-	29
E130 PURCHASE FUEL OR SERVICES USING AF FORMS 1252 (USAF VEHICLE SERV-O-PLATE) OR SF FORMS 149 (US GYMT CREDIT CARD)	50	27	28
J307 CLEAN VEHICLE INTERIORS	48	19	28
A27 SCHEDULE WORK OF VEHICLE OPERATORS	47	19	28
J294 ADD FUEL TO VEHICLES	53	25	28
J306 CLEAN VEHICLE EXTERIORS	47	19	28
H211 CONNECT OR DISCONNECT BRAKE HOSES TO TRAILERS	33	5	27

## TRAINING ANALYSIS

Occupational survey data are used to assist in the development or review of various training documents, such as the STS and POI. Since there is no 3ABR course for AFSC 603X0, the data will be helpful in reviewing the STS and in assisting OJT trainers. These data may also be useful to the CDC writer in ensuring that CDCs are current and accurate. At the request of training development personnel at Sheppard AFB, a review of the advanced 7-skill level course with OSR data was conducted. Inventory tasks were matched to appropriate sections of both the STS and 7-level course FOI by AFSC 603X0 training personnel from the Sheppard Technical Training Center. A complete computer listing displaying the percent members performing and TE and TD ratings for each task has been forwarded to the technical school for use in their review of training documents. A summary of that information is given below.

### Training Emphasis

Training emphasis (TE) for each task in the inventory was assessed through ratings by 35 experienced Vehicle Operator/Dispatcher NCOs. Data were processed to produce ordered listings of tasks in terms of recommended emphasis in training for first-term enlisted personnel. The average rating for all tasks included in the job inventory is 3.92, with a standard deviation of 1.68. Tasks receiving ratings of 5.60 or higher may be considered to have relatively high training emphasis. For a more complete description of these ratings, see the section on Task Factor Administration in the INTRODUCTION of this report. Examples of tasks rated highest in training emphasis are listed in Table 13. As can be seen, these tasks are related to driving and motor pool functions.

### Task Difficulty

The relative difficulty of each task in the inventory is assessed through ratings of 35 experienced AFSC 603X0 NCOs. These ratings were processed to produce an ordered listing of all tasks in terms of their relative difficulty. Ratings were standardized to have an average of 5.0, with a standard deviation equal to 1.0. Tasks rated the most difficult by AFSC 603X0 personnel are listed in Table 14 and are related to a variety of Vehicle Operator/Dispatcher functions. Many of these tasks seem to be high-level functions and relate to supervisory and managerial duties, such as directing and implementing, training, inspecting and evaluating, and organizing and planning. Most of the tasks listed are performed by only a few first-term personnel.

### First-Enlistment Personnel

The first-enlistment (1-48 months TAFMS) group is normally the target group for training in 3ABR courses. There is no formal 3-level course for this career ladder; therefore, all first-enlistment training is provided through the OJT program. Within the AFSC 603X0 survey sample, there are 1,322

TABLE 13

## EXAMPLES OF TASKS RATED HIGHEST IN TRAINING EMPHASIS

TASKS	TNG EMP	PERCENT MEMBERS PERFORMING		TASK DIFF
		1ST JOB	1ST ENL	
F137 ANNOTATE AF FORMS 868 (REQUEST FOR MOTOR VEHICLE SERVICES)	7.09	42	48	3.85
H213 CONNECT OR DISCONNECT FIFTH WHEEL ASSEMBLIES	7.09	31	42	4.34
J312 INSPECT VEHICLE SAFETY DEVICES	7.09	67	66	3.87
H208 BLOCK OR SECURE CARGO	7.06	43	49	4.96
H212 CONNECT OR DISCONNECT ELECTRICAL LEADS TO TRAILERS	7.03	34	45	3.84
H226 DISTRIBUTE CARGO	7.03	21	26	4.39
H211 CONNECT OR DISCONNECT BRAKE HOSES TO TRAILERS	7.00	35	45	4.00
H210 BLOCK STEERING WHEELS OF TOWED VEHICLES	6.97	28	38	4.26
J308 COMPLETE APPLICABLE OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT FORMS	6.94	61	62	3.46
H209 BLOCK OR SECURE EQUIPMENT	6.91	44	49	4.94
H215 CONNECT OR DISCONNECT VEHICLES TO WRECKERS USING HOOKS OR SLINGS	6.89	31	39	5.31
H251 TRANSPORT PASSENGERS	6.77	73	69	4.31
J310 DRAIN AIR TANKS	6.77	74	71	3.06
H216 CONNECT OR DISCONNECT VEHICLES TO WRECKERS USING TOWBARS	6.74	21	29	5.27
H228 INSPECT CARGO FOR SECURITY OR DISTRIBUTION	6.71	19	25	4.54
K327 EXTINGUISH VEHICULAR FIRES	6.71	11	12	5.09
H230 INSPECT WRECKER CABLES	6.69	22	32	4.66
F136 ADVISE DRIVERS ON ROUTES, ADDRESSES, WEATHER, OR SAFETY PRECAUTIONS	6.66	26	36	4.19
J293 ADD ENGINE OIL	6.66	89	85	2.70
H233 LIFT OR LOWER VEHICLES USING WRECKER BOOMS	6.63	24	34	5.13
J292 ADD BATTERY WATER	6.63	66	68	2.70
H224 DIRECT UNLOADING OF CARGO	6.60	19	27	4.55
K329 FREE VEHICLES FROM BRUSH, MUD, SNOW, OR SAND	6.60	28	34	5.37
K342 SET UP FLARES OR REFLECTORS	6.60	19	23	3.58
H249 TOW VEHICLES	6.54	27	37	5.17
E129 PREPARE SF FORMS 91 (OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENT)	6.49	17	19	4.13

TABLE 14  
TASKS RATED HIGHEST IN TASK DIFFICULTY

			PERCENT MEMBERS PERFORMING				
			TASK DIFF	1ST ENL	60350	60370	60390
G187	PREPARE VEHICLE PRIORITY BUY PROGRAM PLANS	7.77	2	5	21	40	
C64	EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	7.75	2	5	21	54	
C86	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	7.35	3	6	21	63	
C83	REVIEW CONTRACTS FOR CIVILIAN SCHOOL BUS SYSTEMS	7.34	2	4	12	27	
A10	DRAFT BUDGET OR FINANCIAL REQUIREMENTS	7.19	3	6	24	59	
D96	DEVELOP CAREER DEVELOPMENT COURSES (CDC)	7.14	2	4	8	9	
B44	IMPLEMENT COST-REDUCTION PROGRAMS	7.01	2	5	18	45	
A16	ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	6.94	4	11	53	81	
C78	INVESTIGATE FEASIBILITY OF USING CIVILIAN CONTRACTS FOR MEETING TRANSPORTATION REQUIREMENTS	6.92	3	6	21	40	
B42	DRAFT OR REVISE JOB DESCRIPTIONS	6.88	2	5	28	72	
C66	EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, OR RECLASSIFICATION	6.84	2	8	42	68	
A23	REVIEW UNIT EMERGENCY OR DISASTER PLANS	6.80	7	12	41	77	
G186	PREPARE VCO AND VEHICLE AUTHORIZATION UTILIZATION BOARD (VAUB) MEETING MINUTES	6.79	5	9	20	22	
B43	ESTABLISH PUBLICATIONS LIBRARIES	6.77	2	4	14	27	
C63	EVALUATE ALERT OR EMERGENCY PROCEDURES	6.74	3	9	36	72	
G185	PREPARE UTILIZATION ANALYSIS SURVEYS	6.72	5	7	10	9	
C85	WRITE CIVILIAN PERFORMANCE RATINGS OR SUPERVISORY APPRAISALS	6.69	1	4	22	50	
M361	PACK EQUIPMENT PARACHUTES	6.69	1	2	3	.0	
A22	PLAN SECURITY PROGRAMS	6.67	2	5	20	40	
B47	IMPLEMENT POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	6.66	8	20	66	81	
C80	PREPARE APR	6.63	4	24	80	81	
G190	REVIEW AF FORMS 1374 (JUSTIFICATION FOR VEHICLE DISPATCH)	6.63	5	11	31	72	
D106	PREPARE LESSON PLANS	6.55	3	9	26	9	
A7	COORDINATE WITH LOCAL AGENCIES ON CONVOYS, SPECIAL EQUIPMENT MOVEMENTS, OR ESCORTS	6.54	6	10	30	59	
A20	PLAN LAYOUT OF FACILITIES	6.49	3	5	21	36	
D110	WRITE TEST QUESTIONS	6.47	2	5	15	9	
G183	PREPARE OR UPDATE VEHICLE REPLACEMENT PRIORITY LISTINGS	6.43	3	8	21	18	
A1	ACT AS TRAINING ADVISOR AT STAFF LEVEL	6.40	4	9	23	40	
D111	WRITE TRAINING REPORTS	6.40	2	4	12	9	
B50	MAINTAIN PUBLICATIONS LIBRARIES	6.38	3	6	22	18	
C67	EVALUATE INSPECTION REPORTS OR PROCEDURES	6.35	4	11	46	68	
G181	MAINTAIN CUSTODY AUTHORIZATION/CUSTODY RECEIPT LISTINGS (CA/CRL)	6.32	4	8	31	9	

TABLE 14 (CONTINUED)  
TASKS RATED HIGHEST IN TASK DIFFICULTY

		TASK DIFF	PERCENT MEMBERS PERFORMING			
			1ST ENL	60350	60370	60390
G181	MAINTAIN CUSTODY AUTHORIZATION/CUSTODY RECEIPT (CA/CRL)	6.32	4	8	31	9
A31	SERVE ON TRAFFIC REVIEW BOARDS	6.30	2	3	7	9
C73	EVALUATE SUGGESTIONS	6.30	3	8	35	72
A30	SERVE ON JOB EVALUATION BOARDS	6.25	2	3	8	40
B56	SUPERVISE CIVILIAN PERSONNEL	6.24	5	12	35	59
G184	PREPARE OR UPDATE VEHICLE ROTATION PLANS	6.24	5	9	19	13
A19	PLAN BRIEFINGS	6.23	7	16	49	77
B49	MAINTAIN CONTINGENCY PLANS	6.22	3	9	31	40
G175	IMPLEMENT VEHICLE CONTROL OFFICER (VCO) PROGRAMS	6.20	4	9	21	18
B57	SUPERVISE VEHICLE OPERATIONS SUPERVISOR (AFSC 60370) PERSONNEL	6.20	1	3	23	68



first-enlistment job incumbents. They spend almost 75 percent of their job time on three functions--(1) equipment support, (2) dispatch support, and (3) vehicle dispatch. Clearly, 37 percent of their time is spent performing equipment support tasks. Representative tasks are shown in Table 15.

In terms of jobs, Figure 2 reflects the distribution of first-enlistment personnel across specialty job groups. Note that 79 percent are found in the General Vehicle and Support Equipment Operators/Dispatchers cluster.

### Specialty Training Standard (STS)

During the course of this analysis, technical school personnel from Sheppard AFB matched inventory tasks to the current STS. Utilizing the results of the matched data, a review of STS 603XC, dated December 1977, was conducted. The 603XC STS organizes career ladder duties into subdivisions by specific activities. Survey data generally support the current STS. However, several subparagraphs have no tasks referenced to them, and approximately 171 tasks are not referenced to the STS. Only 10 of those tasks are rated high in training emphasis; only 62 are rated average or above; and, of those with high TE ratings, only 6 were performed by 20 percent or more first-enlistment personnel. Examples of nonreferenced tasks and their TE and TD ratings and percent percent members performing are displayed in Table 16. A majority of these nonreferenced tasks are related to management, supervision, and administrative duties and may not be intended to be covered by this STS. All non-referenced tasks should be reviewed by training managers and a decision made as to whether or not they should be covered by this STS.

### Plan of Instruction

The current Plan of Instruction (POI) for Course E3AZR60370 (dated March 1983) was examined using a match of tasks by experienced training personnel from Sheppard Technical Training Center to criterion objectives (CO), TD ratings, and percent of 5- and 7-skill level personnel performing data. The occupational survey data basically supported a majority of the technical or performance-related objectives having tasks matched to them. The exceptions are those seven paragraphs listed below that have no tasks matched to them:

- (1) 10-Drivers Training
- (2) 12-Vehicle Allowance and Procurement of Vehicles
- (3) 13-Vehicle Authorization Board (VAUB)
- (4) 14-Documentation And Administration Of Vehicle Fleet
- (5) 15-Managing Use of Vehicles Integrated Management
- (6) 16-Vehicle Analysis
- (7) 17-Vehicle Control Officer

TABLE 15

EXAMPLES OF TASKS PERFORMED BY 603X0 AIRMEN WITH (1-48 MONTHS) TAFMS

TASKS	PERCENT MEMBERS PERFORMING
J306 CLEAN VEHICLE EXTERIORS	87
J307 CLEAN VEHICLE INTERIORS	86
J294 ADD FUEL TO VEHICLES	86
J293 ADD ENGINE OIL	85
J296 ADD OR DEFLATE AIR PRESSURE	83
J298 ADD WINDSHIELD WASHER WATER OR SOLVENTS	82
J297 ADD RADIATOR COOLANTS	79
J321 WAX VEHICLE EXTERIORS	76
J303 CHECK VEHICLES FOR ACCIDENT FORMS	73
J310 DRAIN AIR TANKS	71
H251 TRANSPORT PASSENGERS	69
J305 CLEAN BATTERY TERMINALS OR COMPARTMENTS	69
J292 ADD BATTERY WATER	68
J312 INSPECT VEHICLE SAFETY DEVICES	66
E130 PURCHASE FUEL OR SERVICES USING AF FORMS 1252 (USAF VEHICLE SERV-O-PLATE) OR SF FORMS 149 (US GVMC CREDIT CARD)	64
J308 COMPLETE APPLICABLE OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT FORMS	62
H234 LOAD OR UNLOAD BAGGAGE INTO VEHICLES	60
H245 REPORT TIME OF PICKUPS OR RELEASES TO DISPATCHERS	59
H244 REPORT RADIO MALFUNCTIONS OR FAILURES TO DISPATCHER	58
F165 TRANSMIT OR RECEIVE INSTRUCTIONS USING 10 SERIES CODE ON TWO-WAY RADIOS	57
J317 REMOVE OR REPLACE TIRES	55
K341 SECURE WHEEL CHOCKS	54
J304 CHECK VEHICLES FOR APPROPRIATE DECALS	53
H225 DISPLAY OR COVER STAFF CAR PLATES OR FLAGS	50
J319 TIGHTEN LOOSE NUTS, BOLTS, OR OTHER CONNECTIONS	51
H209 BLOCK OR SECURE EQUIPMENT	49
H208 BLOCK OR SECURE CARGO	49
F137 ANNOTATE AF FORMS 868 (REQUEST FOR MOTOR VEHICLE SERVICES)	48
H237 MAINTAIN PASSENGER DISCIPLINE	47
H211 CONNECT OR DISCONNECT BRAKE HOSES TO TRAILERS	45
J302 CHECK HYDRAULIC SYSTEMS FOR LEAKS	43
H240 POSITION VEHICLES FOR LOADING OR UNLOADING	43
C76 INSPECT EQUIPMENT FOR OPERATIONAL READINESS	43
F155 MAKE IDENTIFICATION BROADCASTS USING TWO-WAY RADIOS	42
F138 ASSIGN OPERATORS TO VEHICLES	38
F156 PERFORM VEHICLE SECURITY INSPECTIONS	33

# DISTRIBUTION OF FIRST-ENLISTMENT PERSONNEL ACROSS JOB GROUPS

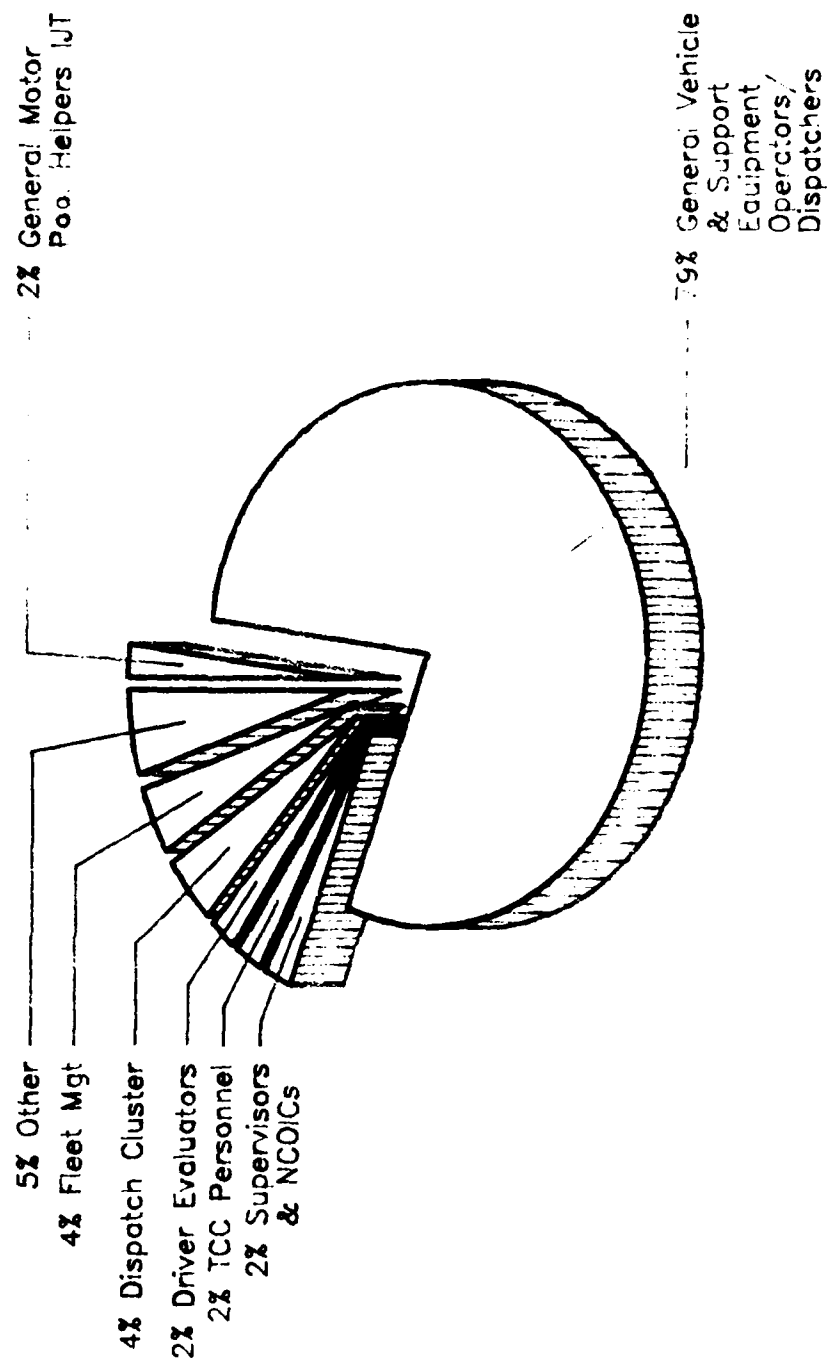


FIGURE 2

TABLE 16

EXAMPLES OF TASKS NOT REFERENCED TO STS 603X0

TASKS NOT REFERENCED	TNG EMP	1ST JOB	1ST ENL	60350	60370	TASK DIFF
E129 PREPARE SF FORMS 91 (OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENT)	6.49	17	19	25	33	4.13
E130 PURCHASE FUEL OR SERVICES USING AF FORMS 1252 (USAF VEHICLE SERV-O-PLATE) OR SF FORMS 149 (US GVMT CREDIT CARD)	6.00	63	64	64	56	3.66
F156 PERFORM VEHICLE SECURITY INSPECTIONS	5.97	32	33	35	35	4.10
E126 PREPARE DD FORMS 518 (ACCIDENT-IDENTIFICATION CARD)	5.91	14	16	22	30	3.74
E115 MAINTAIN RECURRING DISPATCH BOARDS	5.83	15	19	23	23	4.59
E116 MAINTAIN VEHICLE ASSIGNMENT BOARDS	5.83	14	22	29	34	4.65
H225 DISPLAY OR COVER STAFF CAR PLATES OR FLAGS	5.77	51	50	43	23	3.32
F162 REVIEW OPERATOR PERMITS FOR CURRENCY OR RESTRICTIONS	5.74	10	16	22	27	4.30
F161 REVIEW COMMERCIAL CREDIT CARD RECEIPTS	5.71	6	10	16	25	4.81
F168 VERIFY VEHICLE REQUESTS ARE FOR OFFICIAL USE	5.71	19	25	33	43	4.96
E120 PREPARE AF FORMS 15 (USAF INVOICE)	5.46	6	6	9	16	4.88
E118 MAINTAIN VEHICLE REPLACEMENT BOARDS	5.43	8	10	15	21	4.94
F141 COLLECT DATA FOR THE VEHICLE MANAGEMENT ANALYSIS REPORT	5.34	5	10	16	24	5.89
F157 PLOT GRID COORDINATES	5.17	7	11	18	23	4.86
B33 CONDUCT SAFETY BRIEFINGS	5.11	6	12	23	61	4.86
I265 ISSUE AF FORMS 171 (REQUEST FOR DRIVER'S TRAINING AND ADDITION TO STANDARD FORM 46)	5.06	3	8	15	28	3.91
I288 TEST INDIVIDUALS ON VEHICLE FLIGHTLINE OPERATIONS	5.03	3	6	10	15	3.88
I255 CONDUCT DRIVER SAFETY BRIEFINGS	4.91	5	7	13	28	4.76
G201 VERIFY COMMERCIAL CREDIT CARD RECEIPTS	4.83	5	5	8	16	4.85
I263 INITIATE OR UPDATE DD FORMS 1360 (MOTOR VEHICLE OPERATOR QUALIFICATIONS & RECORD OF LICENSING, EXAM & PERFORMANCE)	4.83	3	5	8	13	4.60
G177 INITIATE AF FORMS 9 (REQUEST FOR PURCHASE)	4.74	3	5	9	21	5.94
I261 INITIATE LETTERS OF VEHICLE MISUSE OR ABUSE	4.74	3	4	7	18	4.34
F166 VERIFY EXTENDED UDI USE	4.71	9	13	20	32	4.63
G169 BRIEF VEHICLE CONTROL OFFICERS ON VEHICLE INSPECTION RESULTS	4.69	3	7	11	25	5.05
E131 RECORD MILEAGE USING AF FORMS 1380 (RECORD OF OFF BASE MILEAGE)	4.66	20	11	17	15	3.54
C80 PREPARE APR	4.63	1	4	24	80	6.63
I266 ISSUE OR REVOKE SF FORMS 46 (U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD)	4.57	3	5	8	18	4.57

There are also approximately 288 tasks covering a variety of duties that are not referenced to any section of the POI. Having only a 7-skill level course probably provides a good rationale for the extensive list of nonreferenced tasks. Approximately 104 of these nonreferenced tasks are performed by 30 percent or more of the 7-skill level personnel. Some of these nonreferenced tasks are taught in OJT, while others are supervisory and management functions. Examples of nonreferenced tasks performed by 30 percent or more 7-skill levels are presented in Table 17. Training personnel are encouraged to review nonreferenced tasks and paragraphs to determine whether it is most appropriate to include these tasks and COs in the 7-level course, OJT, or some other training program.

## JOB SATISFACTION

To provide functional managers for the AFSC 603XC career ladder with a better understanding of factors which may affect the job performance of AFSC 603XC airmen, an analysis of job satisfaction data was conducted. These data were gathered through the use of four inventory questions covering job interest, perceived utilization of talents and training, and reenlistment intentions.

Table 18 presents job satisfaction data for TAFMS groups. Overall, job satisfaction indicators are average, with the exception of job interest indicators for the 1-48 month TAFMS group where only 40 percent indicated their jobs are interesting. When compared to a comparative sample of similar personnel surveyed in 1986, job satisfaction data was slightly lower for AFSC 603XC personnel in most categories.

Job satisfaction indicators for the specialty jobs generally were good, with General Motor Pool Helpers and Dispatching Personnel showing the lowest job interest of all job groups (see Table 19). Only 50 percent of the General Motor Pool Helpers perceived their job as interesting and perceived their talents and training as being well utilized. However, it is interesting to note that 72 percent intend to reenlist. This low perception about their job appears to be the result of performing a job which makes use of only routine motor pool skills and does not make use of the more desirable Vehicle Operator/Dispatcher functions.

Job satisfaction indicators of the current (1987) OSR were compared to those of the previous (1975) OSR. This comparison revealed little difference between the indicators of the current and previous OSRs (see Table 20).

TABLE 17  
EXAMPLES OF TASKS NOT REFERENCED TO POI 60370

TASKS	60350	60370
C80 PREPARE APR	24	80
B51 PARTICIPATE IN STAFF MEETINGS	28	79
B37 COUNSEL PERSONNEL	29	77
C61 CONDUCT SELF-INSPECTIONS	36	76
C81 PREPARE LETTERS OF COUNSELING	26	73
B38 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	31	70
A25 SCHEDULE LEAVES OR PASSES	15	66
D94 COUNSEL TRAINEES ON TRAINING PROGRESS	25	63
B33 CONDUCT SAFETY BRIEFINGS	23	61
B36 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL	14	60
A5 COORDINATE TRANSPORTATION ACTIVITIES WITH ON-BASE SECTIONS OR AGENCIES	31	59
D95 DETERMINE TRAINING REQUIREMENTS	18	58
D90 CONDUCT OJT	34	57
E130 PURCHASE FUEL OR SERVICES USING AF FORMS 1252 (USAF VEHICLE SERV-O-PLATE) OR SF FORMS 149 (US GVMC CREDIT CARD)	34	56
C76 INSPECT EQUIPMENT FOR OPERATIONAL READINESS	46	56
B53 REVIEW TRANSPORTATION REQUESTS	32	54
E113 DRAFT OR PREPARE CORRESPONDENCE	15	53
J294 ADD FUEL TO VEHICLES	78	53
A16 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	11	53
J293 ADD ENGINE OIL	77	52
D104 MAINTAIN TRAINING RECORDS, CHARTS, OR GRAPHS	16	52
J303 CHECK VEHICLES FOR ACCIDENT FORMS	72	51
B48 INVENTORY EQUIPMENT, TOOLS, OR SUPPLIES	29	51
B41 DIRECT UTILIZATION OF EQUIPMENT	25	50
C75 INDORSE AIRMAN PERFORMANCE REPORTS (APR)	12	50
A19 PLAN BRIEFINGS	16	49
J298 ADD WINDSHIELD WASHER WATER OR SOLVENTS	74	48
J296 ADD OR DEFLATE AIR PRESSURE	76	48
A6 COORDINATE VEHICLE MAINTENANCE PRIORITIES WITH VEHICLE MAINTENANCE SECTIONS	22	48
J307 CLEAN VEHICLE INTERIORS	76	48
A27 SCHEDULE WORK OF VEHICLE OPERATORS	29	47
E112 DELIVER COMPLETED FORMS, RECORDS, OR REPORTS TO APPROPRIATE ACTIVITIES OR PERSONNEL	29	47
J306 CLEAN VEHICLE EXTERIORS	77	47
J297 ADD RADIATOR COOLANTS	71	47
C67 EVALUATE INSPECTION REPORTS OR PROCEDURES	11	46
J308 COMPLETE APPLICABLE OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT FORMS	62	46
J304 CHECK VEHICLES FOR APPROPRIATE DECALS	54	46

TABLE 18  
COMPARISON OF JOB SATISFACTION INDICATORS BY TAFMS GROUPS  
(PERCENT RESPONDING)

	1ST ENLISTMENT (1-48 MOS TAFMS)		2ND ENLISTMENT (49-96 MOS TAFMS)		CAREER (97+ MOS TAFMS)	
	603X0 (N=1,322)	COMP** (N=997)	603X0 (N=448)	COMP** (N=419)	603X0 (N=524)	COMP** (N=750)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	40	57	50	58	65	68
<u>MY JOB UTILIZES MY TALENTS:</u>						
FAIRLY WELL OR BETTER	50	62	62	66	77	85
<u>MY JOB UTILIZES MY TRAINING:</u>						
FAIRLY WELL OR BETTER	72	72	68	69	74	70
<u>REENLISTMENT INTENTIONS:</u>						
YES, OR PROBABLY YES	63	64	76	72	73	74

\*\* 1986 Comparative Sample taken from Direct Support Specialities:  
AFSC 552X2 and 611X0 (N=2,394)

TABLE 19

## COMPARISON OF JOB SATISFACTION INDICATORS FOR CAREER LADDER SPECIALTY JOB GROUPS

	GEN VEH & SPT EQUIP OPER DISP CLUSTER (GRP101, N=1,336)	TNG PERSONNEL IJT (GRP409, N=12)	GEN MOTOR POOL HELPERS (GRP345, N=32)	SUP & NCOICs CLUSTER (GRP090, N=294)	QUALITY ASSUR EVAL IJT (GRP066, N=8)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	69	83	50	87	75
<u>PERCEIVED UTILIZATION OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY	72	100	50	79	75
<u>PERCEIVED UTILIZATION OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY	72	100	50	79	75
<u>REENLISTMENT INTENTIONS:</u>					
YES OR PROBABLY YES	66	92	72	70	88



TABLE 19 (CONTINUED)

## COMPARISON OF JOB SATISFACTION INDICATORS FOR CAREER LADDER SPECIALTY JOB GROUPS

	DISP CLUSTER (GRP095, N=163)	FLT MGT PERS CLUSTER (GRP043, N=169)	TCC PERSONNEL (GRP149, N=36)	DRIVER EVALUATORS IJT (GRP228, N=72)	PLANS & PROG PERS IJT (GRP144, N=5)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	53	72	75	61	80
<u>PERCEIVED UTILIZATION OF TALENTS:</u>					
FAIRLY WELL TO PERFECTLY	66	82	57	71	60
<u>PERCEIVED UTILIZATION OF TRAINING:</u>					
FAIRLY WELL TO PERFECTLY	81	75	72	64	40
<u>REENLISTMENT INTENTIONS:</u>					
YES OR PROBABLY YES	79	81	81	74	60

TABLE 20  
COMPARISON OF JOB SATISFACTION INDICATORS BY TAFMS GROUPS  
(PERCENT RESPONDING)

	1ST ENLISTMENT (1-48 MOS TAFMS)		2ND ENLISTMENT (49-96 MOS TAFMS)		CAREER (97+ MOS TAFMS)	
	1987 603X0 (N=1,322)	1975 603X0 (N=*)	1987 603X0 (N=448)	1975 603X0 (N=*)	1987 603X0 (N=524)	1975 603X0 (N=*)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	40	40	50	50	65	*
<u>MY JOB UTILIZES MY TALENTS:</u>						
FAIRLY WELL OR BETTER	50		62		77	
		52**		63**		*
<u>MY JOB UTILIZES MY TRAINING:</u>						
FAIRLY WELL OR BETTER	72		68		74	*
<u>REENLISTMENT INTENTIONS:</u>						
YES, OR PROBABLY YES	63	84	76	71	73	*

\* Data not available  
\*\* Talents and Training combined

## COMPARISON TO PREVIOUS OSR

The results of this survey report were compared with those of the previous occupational survey report of the Vehicle Operator/Dispatcher career ladder, dated May 1975, to determine what, if any, changes have occurred since that time. Overall, the career ladder has remained fairly stable, with the exception of the addition of the fleet management and transportation control center (TCC) responsibilities since the previous OSR. Other specialty jobs appear to generally parallel those found in 1975 (see Table 21). Perhaps the only minor difference seen between the two studies involved the scope of jobs. In 1987, AFSC 603X0 personnel were found performing a broader job encompassing a variety of vehicle and support equipment functions. In 1975, AFSC 603X0 personnel were performing more specialized jobs.

## IMPLICATIONS

The results of this occupational survey indicate that, overall, the Vehicle Operator/Dispatcher career ladder is relatively stable. Personnel are found operating a variety of vehicles and support equipment and are performing many general tasks in common. Job satisfaction is generally good, and the AFR 39-1 Specialty Descriptions are broad, accurate, and complete.

Survey data generally support the current STS; however, many unreferenced tasks need to be reviewed for possible inclusion. With no basic 3-skill level course for this AFSC, all entry-level training is provided through COT. OSR data for first-term personnel should be extremely useful in ensuring continued effective training. There is an advanced (7-level) course available to AFSC 603X0 personnel which was reviewed during this analysis. Findings suggest the present 3AZR course is relevant to the responsibilities of 7-skill level Vehicle Operator/Dispatcher personnel. However, there were several nonreferenced tasks which need review by training management personnel.

TABLE 21

## COMPARISON OF CURRENT AND PREVIOUS JOB GROUPS

1975 OSR		1987 OSR
I. HEAVY VEHICLE DRIVERS (GRP0211, N=369)	I. GENERAL VEHICLE AND SUPPORT EQUIPMENT OPERATORS/ DISPATCHERS CLUSTER (GRP101, N=1,336)	
II. DRIVERS/DISPATCHERS (GRP182, N=93)	II. TRAINING PERSONNEL (IJT) (GRP409, N=12)	
III. LIGHT VEHICLE OPERATORS (GRP106, N=318)	III. GENERAL MOTOR POOL HELPERS (IJT) (GRP345, N=32)	
IV. FLIGHT LINE OPERATORS (GRP191, N=121)	IV. SUPERVISORS AND NCOICs CLUSTER (GRP090, N=294)	
V. VEHICLE SCHOOL INSTRUCTORS (GRP038, N=58)	V. DISPATCHERS CLUSTER (GRP095, N=163)	
VI. MOTOR POOL HELPERS (GRP136, N=22)	VI. QUALITY ASSURANCE EVALUATORS INDEPENDENT (GRP066, N=32)	
VII. VEHICLE OPERATORS SUPERVISORS (GRP099, N=88)	VII. FLEET MANAGEMENT PERSONNEL CLUSTER (GRP043, N=169)	
VIII. VEHICLE OPERATORS MANAGERS (GRP088, N=107)	VIII. TRANSPORTATION CONTROL CENTER (TCC) PERSONNEL INDEPENDENT JOB TYPE (GRP149, N=36)	
IX. VEHICLE MANAGERS (GRP010, N=54)	IX. DRIVER EVALUATORS INDEPENDENT JOB TYPE (GRP228, N=7)	
X. MOTOR POOL DISPATCHERS (GRP107, N=70)	X. PLANS AND PROGRAM PERSONNEL INDEPENDENT TYPE (GRP141, N=5)	

APPENDIX A

TABLE A1

REPRESENTATIVE TASKS PERFORMED BY  
GENERAL VEHICLE SUPPORT EQUIPMENT OPERATORS/DISPATCHERS PERSONNEL (CLUSTER  
(GRP101))

TASKS	PERCENT MEMBERS PERFORMING
J306 CLEAN VEHICLE EXTERIORS	98
J294 ADD FUEL TO VEHICLES	98
J293 ADD ENGINE OIL	97
J307 CLEAN VEHICLE INTERIORS	97
J296 ADD OR DEFLATE AIR PRESSURE	96
J298 ADD WINDSHIELD WASHER WATER OR SOLVENTS	95
J297 ADD RADIATOR COOLANTS	91
J321 WAX VEHICLE EXTERIORS	88
J303 CHECK VEHICLES FOR ACCIDENT FORMS	86
J310 DRAIN AIR TANKS	83
J305 CLEAN BATTERY TERMINALS OR COMPARTMENTS	82
J292 ADD BATTERY WATER	81
H251 TRANSPORT PASSENGERS	79
J312 INSPECT VEHICLE SAFETY DEVICES	77
J308 COMPLETE APPLICABLE OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT FORMS	75
E130 PURCHASE FUEL OR SERVICES USING AF FORMS 1252 (USAF VEHICLE SERV-O-PLATE) OR SF FORMS 149 (US GVMT CREDIT CARD)	72
H234 LOAD OR UNLOAD BAGGAGE INTO VEHICLES	70
H245 REPORT TIME OF PICKUPS OR RELEASES TO DISPATCHERS	67
H244 REPORT RADIO MALFUNCTIONS OR FAILURES TO DISPATCHER	67
J317 REMOVE OR REPLACE TIRES	67
J304 CHECK VEHICLES FOR APPROPRIATE DECALS	65
J319 TIGHTEN LOOSE NUTS, BOLTS, OR OTHER CONNECTIONS	64
K341 SECURE WHEEL CHOCKS	63
F165 TRANSMIT OR RECEIVE INSTRUCTIONS USING 10 SERIES CODE ON TWO-WAY RADIOS	61
H209 BLOCK OR SECURE EQUIPMENT	59
H208 BLOCK OR SECURE CARGO	59
H225 DISPLAY OR COVER STAFF CAR PLATES OR FLAGS	58
H211 CONNECT OR DISCONNECT BRAKE HOSES TO TRAILERS	56
H212 CONNECT OR DISCONNECT ELECTRICAL LEADS TO TRAILERS	55
H240 POSITION VEHICLES FOR LOADING OR OFFLOADING	54
H237 MAINTAIN PASSENGER DISCIPLINE	54
J302 CHECK HYDRAULIC SYSTEMS FOR LEAKS	53
F137 ANNOTATE AF FORMS 868 (REQUEST FOR MOTOR VEHICLE SERVICES)	53
H241 RAISE OR LOWER LANDING GEAR ON SEMITRAILERS	52
H213 CONNECT OR DISCONNECT FIFTH WHEEL ASSEMBLIES	52
H223 DIRECT OPERATIONS USING HAND SIGNALS	51
K338 REMOVE OR REPLACE LIGHT BULBS OR ACCESSORIES	50
H207 ATTACH SAFETY CHAINS TO VEHICLES	49
H243 RECOVER VEHICLES	49
C76 INSPECT EQUIPMENT FOR OPERATIONAL READINESS	48

TABLE A2  
REPRESENTATIVE TASKS PERFORMED BY  
TRAINING PERSONNEL IJT  
(GRP409)

TASKS	PERCENT MEMBERS PERFORMING
I285 ROAD TEST PERSONNEL	100
D87 ADMINISTER TESTS	100
D91 CONDUCT QUALIFICATION TRAINING	100
H211 CONNECT OR DISCONNECT BRAKE HOSES TO TRAILERS	100
H212 CONNECT OR DISCONNECT ELECTRICAL LEADS TO TRAILERS	100
H213 CONNECT OR DISCONNECT FIFTH WHEEL ASSEMBLIES	100
J294 ADD FUEL TO VEHICLES	100
J310 DRAIN AIR TANKS	100
J306 CLEAN VEHICLE EXTERIORS	100
J307 CLEAN VEHICLE INTERIORS	100
J296 ADD OR DEFLATE AIR PRESSURE	100
J298 ADD WINDSHIELD WASHER WATER OR SOLVENTS	100
J293 ADD ENGINE OIL	100
J297 ADD RADIATOR COOLANTS	100
H223 DIRECT OPERATIONS USING HAND SIGNALS	91
H241 RAISE OR LOWER LANDING GEAR ON SEMITRAILERS	91
D109 SCORE TESTS	91
J308 COMPLETE APPLICABLE OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT FORMS	91
J312 INSPECT VEHICLE SAFETY DEVICES	91
J303 CHECK VEHICLES FOR ACCIDENT FORMS	91
J305 CLEAN BATTERY TERMINALS OR COMPARTMENTS	91
D94 COUNSEL TRAINEES ON TRAINING PROGRESS	83
H208 BLOCK OR SECURE CARGO	83
H209 BLOCK OR SECURE EQUIPMENT	83
J319 TIGHTEN LOOSE NUTS, BOLTS, OR OTHER CONNECTIONS	83
J299 APPLY GREASE TO CABLES OR MOVING PARTS	83
J317 REMOVE OR REPLACE TIRES	83
D107 PROCURE TRAINING AIDS, SPACE, OR EQUIPMENT	75
I268 MAINTAIN OR DEVISE ROAD TEST PLANS	75
D110 WRITE TEST QUESTIONS	75
I275 REVIEW AF FORMS 171	75
J302 CHECK HYDRAULIC SYSTEMS FOR LEAKS	75
H228 INSPECT CARGO FOR SECURITY OR DISTRIBUTION	75
J315 REMOVE OR INSTALL TRACTION DEVICES	75
J292 ADD BATTERY WATER	75
H249 TOW VEHICLES	75
D108 SCHEDULE PERSONNEL FOR TRAINING	66
K341 SECURE WHEEL CHOCKS	66
D106 PREPARE LESSON PLANS	66
H240 POSITION VEHICLES FOR LOADING OR OFFLOADING	66

TABLE A3  
REPRESENTATIVE TASKS PERFORMED BY  
GENERAL MOTOR POOL HELPER  
(GRP345)

TASKS	PERCENT MEMBERS PERFORMING
J306 CLEAN VEHICLE EXTERIORS	100
J307 CLEAN VEHICLE INTERIORS	100
J294 ADD FUEL TO VEHICLES	100
J293 ADD ENGINE OIL	90
J297 ADD RADIATOR COOLANTS	78
J296 ADD OR DEFLATE AIR PRESSURE	75
J298 ADD WINDSHIELD WASHER WATER OR SOLVENTS	75
J321 WAX VEHICLE EXTERIORS	68
J308 COMPLETE APPLICABLE OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT FORMS	50
J292 ADD BATTERY WATER	46
H251 TRANSPORT PASSENGERS	43
J305 CLEAN BATTERY TERMINALS OR COMPARTMENTS	43
J303 CHECK VEHICLES FOR ACCIDENT FORMS	40
H234 LOAD OR UNLOAD BAGGAGE INTO VEHICLES	37
J312 INSPECT VEHICLE SAFETY DEVICES	28
H237 MAINTAIN PASSENGER DISCIPLINE	25
J317 REMOVE OR REPLACE TIRES	25
C76 INSPECT EQUIPMENT FOR OPERATIONAL READINESS	21
H225 DISPLAY OR COVER STAFF CAR PLATES OR FLAGS	21
E130 PURCHASE FUEL OR SERVICES USING AF FORMS 1252 (USAF VEHICLE SERV-O-PLATE) OR SF FORMS 149 (US GVMC CREDIT CARD)	18



TABLE A4  
REPRESENTATIVE TASKS PERFORMED BY  
SUPERVISORS AND NCOICs CLUSTER  
(GRP090)

TASKS	PERCENT MEMBERS PERFORMING
B37 COUNSEL PERSONNEL	90
C80 PREPARE APR	90
C61 CONDUCT SELF-INSPECTIONS	90
C81 PREPARE LETTERS OF COUNSELING	89
B38 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	88
B51 PARTICIPATE IN STAFF MEETINGS	86
B36 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL	85
A18 ESTABLISH WORK PRIORITIES	84
B47 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	83
A9 DEVELOP WORK METHODS OR PROCEDURES	82
A25 SCHEDULE LEAVES OR PASSES	81
B52 PERFORM SPOT-CHECK EVALUATIONS OF EQUIPMENT OPERATORS	80
D94 COUNSEL TRAINEES ON TRAINING PROGRESS	79
B33 CONDUCT SAFETY BRIEFINGS	79
A2 ASSIGN PERSONNEL TO DUTY POSITIONS	77
C76 INSPECT EQUIPMENT FOR OPERATIONAL READINESS	76
A5 COORDINATE TRANSPORTATION ACTIVITIES WITH ON-BASE SECTIONS OR AGENCIES	75
C60 ANALYZE WORKLOAD REQUIREMENTS	75
A17 ESTABLISH PERFORMANCE STANDARDS	74
D95 DETERMINE TRAINING REQUIREMENTS	74
B53 REVIEW TRANSPORTATION REQUESTS	73
B41 DIRECT UTILIZATION OF EQUIPMENT	73
A19 PLAN BRIEFINGS	73
D90 CONDUCT OJT	72
C65 EVALUATE COMPLIANCE WITH WORK STANDARDS	72
A16 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	71
B58 SUPERVISE VEHICLE OPERATOR/DISPATCHER (AFSC 60350) PERSONNEL	70
C75 INDORSE AIRMAN PERFORMANCE REPORTS (APR)	70
A6 COORDINATE VEHICLE MAINTENANCE PRIORITIES WITH VEHICLE MAINTENANCE SECTIONS	69
A27 SCHEDULE WORK OF VEHICLE OPERATORS	69
J294 ADD FUEL TO VEHICLES	68
C82 PREPARE LETTERS OF REPRIMAND	68
A3 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	68
J293 ADD ENGINE OIL	67
A15 ESTABLISH OR UPDATE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	66
J303 CHECK VEHICLES FOR ACCIDENT FORMS	66
C67 EVALUATE INSPECTION REPORTS OR PROCEDURES	65

TABLE A5  
REPRESENTATIVE TASKS PERFORMED BY  
OAE IJT  
(GRP066)

TASKS	PERCENT MEMBERS PERFORMING
E112 DELIVER COMPLETED FORMS, RECORDS, OR REPORTS TO APPROPRIATE ACTIVITIES OR PERSONNEL	100
A12 ESTABLISH OR REVISE SCHOOL BUS ROUTES	87
B38 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	87
A4 COORDINATE TRANSPORTATION ACTIVITIES WITH OFF-BASE SECTIONS OR AGENCIES	87
A5 COORDINATE TRANSPORTATION ACTIVITIES WITH ON-BASE SECTIONS OR AGENCIES	87
C83 REVIEW CONTRACTS FOR CIVILIAN SCHOOL BUS SYSTEMS	75
C65 EVALUATE COMPLIANCE WITH WORK STANDARDS	75
E113 DRAFT OR PREPARE CORRESPONDENCE	75
C78 INVESTIGATE FEASIBILITY OF USING CIVILIAN CONTRACTS FOR MEETING TRANSPORTATION REQUIREMENTS	75
A10 DRAFT BUDGET OR FINANCIAL REQUIREMENTS	75
A9 DEVELOP WORK METHODS OR PROCEDURES	75
J306 CLEAN VEHICLE EXTERIORS	75
J307 CLEAN VEHICLE INTERIORS	75
C64 EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	62
A18 ESTABLISH WORK PRIORITIES	62
B47 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	62
C61 CONDUCT SELF-INSPECTIONS	62
C60 ANALYZE WORKLOAD REQUIREMENTS	62
B37 COUNSEL PERSONNEL	62
B51 PARTICIPATE IN STAFF MEETINGS	62
C62 EVALUATE ADMINISTRATIVE FORMS, FILES, OR PROCEDURES	62
F142 COORDINATE WITH AGENCIES OR OFFICIAL SOURCES TO OBTAIN INFORMATION ON ROADS, TERRAIN, OR WEATHER CONDITIONS	62
J294 ADD FUEL TO VEHICLES	62
J293 ADD ENGINE OIL	62
J297 ADD RADIATOR COOLANTS	62
J298 ADD WINDSHIELD WASHER WATER OR SOLVENTS	62
A13 ESTABLISH OR REVISE SHUTTLE BUS ROUTES	50
G177 INITIATE AF FORMS 9 (REQUEST FOR PURCHASE)	50
B56 SUPERVISE CIVILIAN PERSONNEL	50
H235 LOCATE POSITIONS USING MAPS, COMPASSES, ODOMETERS, OR LANDMARKS	50
C67 EVALUATE INSPECTION REPORTS OR PROCEDURES	50
C73 EVALUATE SUGGESTIONS	50
B45 IMPLEMENT SAFETY PROGRAMS	50
D90 CONDUCT OJT	50
J303 CHECK VEHICLES FOR ACCIDENT FORMS	50
F136 ADVISE DRIVERS ON ROUTES, ADDRESSES, WEATHER, OR SAFETY PRECAUTIONS	50

TABLE A6  
REPRESENTATIVE TASKS PERFORMED BY  
DISPATCHERS CLUSTER  
(GRP095)

TASKS	PERCENT MEMBERS PERFORMING
F137 ANNOTATE AF FORMS 868 (REQUEST FOR MOTOR VEHICLE SERVICES)	95
F139 BRIEF DISPATCHERS ON PROBLEMS BEFORE SHIFTS	92
F136 ADVISE DRIVERS ON ROUTES, ADDRESSES, WEATHER, OR SAFETY PRECAUTIONS	92
F165 TRANSMIT OR RECEIVE INSTRUCTIONS USING 10 SERIES CODE ON TWO-WAY RADIOS	91
F168 VERIFY VEHICLE REQUESTS ARE FOR OFFICIAL USE	89
F138 ASSIGN OPERATORS TO VEHICLES	87
F143 ISSUE DISPATCH INSTRUCTIONS	84
F164 SCHEDULE DRIVER BREAKS, LUNCH PERIODS, AND VEHICLE SERVICING OR MAINTENANCE	83
F145 ISSUE OFF BASE TRIP PACKAGE	81
F152 MAINTAIN LOGS	80
B53 REVIEW TRANSPORTATION REQUESTS	80
F148 ISSUE ROAD MAPS	76
E119 MAINTAIN VEHICLE STATUS BOARDS	71
A5 COORDINATE TRANSPORTATION ACTIVITIES WITH ON-BASE SECTIONS OR AGENCIES	71
F154 MAINTAIN TRANSPORTATION REQUEST FILES	71
F166 VERIFY EXTENDED UDI USE	67
F147 ISSUE OR COLLECT U DRIVE IT (UDI) PAMPHLETS	66
F155 MAKE IDENTIFICATION BROADCASTS USING TWO-WAY RADIOS	63
E116 MAINTAIN VEHICLE ASSIGNMENT BOARDS	63
F140 COLLECT COMMERCIAL CREDIT CARD RECEIPTS	61
B37 COUNSEL PERSONNEL	61
C60 ANALYZE WORKLOAD REQUIREMENTS	60
F167 VERIFY PERMISSIBLE OPERATING DISTANCES (POD)	60
F146 ISSUE OR COLLECT ROAD KITS	58
F142 COORDINATE WITH AGENCIES OR OFFICIAL SOURCES TO OBTAIN INFORMATION ON ROADS, TERRAIN, OR WEATHER CONDITIONS	58
A27 SCHEDULE WORK OF VEHICLE OPERATORS	57
E115 MAINTAIN RECURRING DISPATCH BOARDS	57
A18 ESTABLISH WORK PRIORITIES	57
C81 PREPARE LETTERS OF COUNSELING	57
F162 REVIEW OPERATOR PERMITS FOR CURRENCY OR RESTRICTIONS	56
F157 PLOT GRID COORDINATES	55
B58 SUPERVISE VEHICLE OPERATOR/DISPATCHER (AFSC 60350) PERSONNEL	54
B55 SUPERVISE APPRENTICE VEHICLE OPERATOR/DISPATCHER (AFSC 60330) PERSONNEL	53
A4 COORDINATE TRANSPORTATION ACTIVITIES WITH OFF-BASE SECTIONS OR AGENCIES	53
C80 PREPARE APR	52

TABLE A7

REPRESENTATIVE TASKS PERFORMED BY  
FLEET MANAGEMENT PERSONNEL CLUSTER  
(GRP043)

TASKS	PERCENT MEMBERS PERFORMING
E133 ROTATE VEHICLES BASED ON EVALUATION OF MILEAGE AND USAGE REPORTS	72
G190 REVIEW AF FORMS 1374 (JUSTIFICATION FOR VEHICLE DISPATCH)	71
G186 PREPARE VCO AND VEHICLE AUTHORIZATION UTILIZATION BOARD (VAUB) MEETING MINUTES	71
G198 SCHEDULE VAUB AND VCO MEETINGS	69
E113 DRAFT OR PREPARE CORRESPONDENCE	67
E112 DELIVER COMPLETED FORMS, RECORDS, OR REPORTS TO APPROPRIATE ACTIVITIES OR PERSONNEL	67
G203 VERIFY INVENTORY OF BASE FLEET	65
E135 VERIFY VEHICLE INVENTORIES	65
G184 PREPARE OR UPDATE VEHICLE ROTATION PLANS	65
B38 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	63
G178 INSPECT BASE VEHICLE FLEET	63
C61 CONDUCT SELF-INSPECTIONS	60
G169 BRIEF VEHICLE CONTROL OFFICERS ON VEHICLE INSPECTION RESULTS	60
G191 REVIEW AUTHORIZED AUXILIARY PARKING AREA REQUESTS	60
G174 CONDUCT VEHICLE CONTROL FUNCTION STAFF ASSISTANCE VISITS	59
B51 PARTICIPATE IN STAFF MEETINGS	59
E117 MAINTAIN VEHICLE ASSIGNMENT FILES	57
A19 PLAN BRIEFINGS	57
G195 REVIEW VEHICLE OPERATING COST REPORTS	56
G183 PREPARE OR UPDATE VEHICLE REPLACEMENT PRIORITY LISTINGS	55
G172 COMPUTE UNIT INSPECTION RATINGS	54
G175 IMPLEMENT VEHICLE CONTROL OFFICER (VCO) PROGRAMS	54
G170 CALCULATE FUEL CONSUMPTION OR MILEAGE ACCUMULATION	52
E134 VERIFY ACCUMULATED MILEAGE	52
G181 MAINTAIN CUSTODY AUTHORIZATION/CUSTODY RECEIPT LISTINGS (CA/CRL)	51
G177 INITIATE AF FORMS 9 (REQUEST FOR PURCHASE)	50
G173 COMPUTE VEHICLE COST PER MILE FIGURES	49
G187 PREPARE VEHICLE PRIORITY BUY PROGRAM PLANS	49
C67 EVALUATE INSPECTION REPORTS OR PROCEDURES	48
E130 PURCHASE FUEL OR SERVICES USING AF FORMS 1252 (USAF VEHICLE SERV-O-PLATE) OR SF FORMS 149 (US GVMT CREDIT CARD)	48
G197 REVIEW VEHICLE OUT OF COMMISSION (VOC) REPORTS	45
A9 DEVELOP WORK METHODS OR PROCEDURES	45
G185 PREPARE UTILIZATION ANALYSIS SURVEYS	44
C60 ANALYZE WORKLOAD REQUIREMENTS	43
G194 REVIEW VEHICLE MAINTENANCE MANAGEMENT REPORTS	41
G196 REVIEW VEHICLE OPERATIONS SUMMARY REPORTS	41

TABLE A8  
REPRESENTATIVE TASKS PERFORMED BY  
TRANSPORTATION CONTROL CENTER PERSONNEL  
(GRP149)

TASKS	PERCENT MEMBERS PERFORMING
L352 TRACK VEHICLES	97
L348 MAINTAIN STATUS OF VEHICLE MOVEMENT WITHIN THE MISSILE COMPLEX AREA	97
L349 MANIFEST HELICOPTER TRAVEL	97
L343 ASSIGN TRIP NUMBERS	94
L345 DETERMINE TRANSPORTATION PRIORITIES	88
L350 SCHEDULE HELICOPTER SUPPORT	83
L351 TRACK HELICOPTER TRAVEL	80
F152 MAINTAIN LOGS	77
F136 ADVISE DRIVERS ON ROUTES, ADDRESSES, WEATHER, OR SAFETY PRECAUTIONS	75
L344 CONDUCT PREDEPARTURE BRIEFINGS	75
F165 TRANSMIT OR RECEIVE INSTRUCTIONS USING 10 SERIES CODE ON TWO-WAY RADIOS	69
F155 MAKE IDENTIFICATION BROADCASTS USING TWO-WAY RADIOS	69
L346 MAINTAIN LISTINGS OF ROADSIDE FACILITIES	69
A7 COORDINATE WITH LOCAL AGENCIES ON CONVOYS, SPECIAL EQUIPMENT MOVEMENTS, OR ESCORTS	66
L347 MAINTAIN LISTINGS OF VOLUNTEER CIVILIAN SPOTTERS	63
F142 COORDINATE WITH AGENCIES OR OFFICIAL SOURCES TO OBTAIN INFORMATION ON ROADS, TERRAIN, OR WEATHER CONDITIONS	61
F151 MAINTAIN LIST OF PREFERRED ROUTES AND TIMETABLES	61
F149 ISSUE ROUTE FOLDERS	58
F157 PLOT GRID COORDINATES	55
F139 BRIEF DISPATCHERS ON PROBLEMS BEFORE SHIFTS	50
L353 UTILIZE TELEPHONE THROUGH RADIO SYSTEM	50
F148 ISSUE ROAD MAPS	47
A5 COORDINATE TRANSPORTATION ACTIVITIES WITH ON-BASE SECTIONS OR AGENCIES	44
F153 MAINTAIN OPERATIONAL MAPS	41
D90 CONDUCT OJT	36
C61 CONDUCT SELF-INSPECTIONS	33
B51 PARTICIPATE IN STAFF MEETINGS	30
A11 ESTABLISH CONVOY ROUTES	30
B38 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	30

TABLE A9  
REPRESENTATIVE TASKS PERFORMED BY  
DRIVER EVALUATORS  
(GRP228)

TASKS	PERCENT MEMBERS PERFORMING
I291 UPDATE SF FORMS 46	100
I263 INITIATE OR UPDATE DD FORMS 1360 (MOTOR VEHICLE OPERATOR QUALIFICATIONS & RECORD OF LICENSING, EXAM & PERFORMANCE)	98
I275 REVIEW AF FORMS 171	98
I266 ISSUE OR REVOKE SF FORMS 46 (U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD)	97
I279 REVIEW OR ANNOTATE DD FORMS 1360 BASED ON TRAFFIC TICKETS OR LETTERS OF SUSPENSION RECEIVED FROM SECURITY POLICE	97
I278 REVIEW LETTERS OF SUSPENSION	97
I254 COMPILE VEHICLE ACCIDENT, ABUSE, AND MISUSE FILES	95
I257 COORDINATE WITH OTHER AGENCIES ON LICENSE SUSPENSIONS OR REVOKINGS	95
I261 INITIATE LETTERS OF VEHICLE MISUSE OR ABUSE	94
I262 INITIATE OR BUILD UP DRIVER EVALUATION FILES	91
I281 REVIEW SF FORMS 91 (OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENT)	90
I260 INITIATE LETTERS OF REQUEST FOR ACCIDENT INVESTIGATION	90
I288 TEST INDIVIDUALS ON VEHICLE FLIGHTLINE OPERATIONS	84
I276 REVIEW AF FORMS 198 (REPORT OF SURVEY FOR AIR FORCE PROPERTY)	83
I271 REFER PERSONNEL TO DISPENSARIES OR CLINICS FOR ADDITIONAL VISION TESTING	83
I269 NOTIFY INDIVIDUALS OF DRIVERS LICENSE EXPIRATION DATES	81
I256 COORDINATE WITH OTHER AGENCIES ON APPROVAL OF SAFE DRIVING AWARDS	80
I283 REVIEW TRAFFIC TICKETS	79
I259 INITIATE HS FORMS 1047 (REQUEST FOR NATIONAL DRIVER REGISTRATION FILE CHECK)	77
I280 REVIEW RESULTS OF VISION TESTING	77
I277 REVIEW DD FORMS 1131 (CASH COLLECTION VOUCHER)	77
I287 TEST INDIVIDUALS FOR COLOR BLINDNESS	76
I264 INTERVIEW DRIVERS INVOLVED IN ACCIDENTS TO OBTAIN STATEMENTS OR FACTS	76
I270 PERFORM SAFE DRIVING AWARDS RECORD REVIEWS	76
I252 BRIEF PERSONNEL SCHEDULED FOR DRIVER EVALUATIONS	72
I284 REVIEW VEHICLE OPERATORS TRAINING PLANS	70
I286 SCHEDULE PERSONNEL FOR GOVERNMENT MOTOR VEHICLE OPERATIONS TRAINING COURSES	69
I258 EVALUATE VEHICLE OPERATORS TRAINING PLANS	69
I265 ISSUE AF FORMS 171 (REQUEST FOR DRIVER'S TRAINING AND ADDITION TO STANDARD FORM 46)	68
I282 REVIEW STATEMENT OF CHARGES FOR GOVERNMENT PROPERTY LOST, DAMAGED, OR DESTROYED	68

TABLE A10  
REPRESENTATIVE TASKS PERFORMED BY  
PLANS AND PROGRAMS IJT  
(GRP141)

TASKS	PERCENT MEMBERS PERFORMING
E113 DRAFT OR PREPARE CORRESPONDENCE	100
C72 EVALUATE SECURITY PROGRAMS	100
A22 PLAN SECURITY PROGRAMS	100
B51 PARTICIPATE IN STAFF MEETINGS	100
B34 CONDUCT SECURITY BRIEFINGS	80
B46 IMPLEMENT SECURITY PROGRAMS	80
B49 MAINTAIN CONTINGENCY PLANS	80
A23 REVIEW UNIT EMERGENCY OR DISASTER PLANS	80
A19 PLAN BRIEFINGS	80
C61 CONDUCT SELF-INSPECTIONS	60
A16 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	60
B38 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	60
B40 DIRECT MAINTENANCE OF ADMINISTRATIVE FILES	40
C64 EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	40
B50 MAINTAIN PUBLICATIONS LIBRARIES	40
A10 DRAFT BUDGET OR FINANCIAL REQUIREMENTS	40
D97 DEVELOP TRAINING OR BRIEFING AIDS	40
C63 EVALUATE ALERT OR EMERGENCY PROCEDURES	40
F150 MAINTAIN BASE OPERATION PLANS (OPLAN)	40
C86 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	40
A9 DEVELOP WORK METHODS OR PROCEDURES	40
D106 PREPARE LESSON PLANS	40
C84 SELECT INDIVIDUALS FOR SPECIALIZED TRAINING	40
C70 EVALUATE PROCEDURES FOR STORAGE, INVENTORY, OR INSPECTION OF PROPERTY ITEMS	40
A8 DEVELOP ORGANIZATIONAL CHARTS	40
A5 COORDINATE TRANSPORTATION ACTIVITIES WITH ON-BASE SECTIONS OR AGENCIES	40

END

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